AUBURN
Human Resources

Coord, Forest Management

Job Description

JOB INFORMATION

Job Code	GB06
Job Description Title	Coord, Forest Management
Pay Grade	FO07
Range Minimum	$44,460
33rd %	$53,360
Range Midpoint	$57,800
67th %	$62,250
Range Maximum	$71,140
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/9/2017

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Business Administration

JOB SUMMARY

Oversees the management of all lands associated with the School of Forestry and Wildlife Sciences and Auburn University.

RESPONSIBILITIES

- Coordinates and assists in all aspects of forest management of all lands under Auburn University responsibility.
- Coordinates processes of land management including but not limited to site preparation, planting, thinnings, and harvests, inventory, regeneration efforts, and forest health evaluations.
- Coordinates the development and management of a Geographic Information System (GIS) containing information on Auburn University lands to facilitate responsible management of forest products and assist in teaching and research endeavors.
- Researches and develops additional means of revenue-generation on University properties.
- Coordinates maintenance and repairs on University properties to keep facilities in proper working conditions.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Forestry, Natural Resources Management, or Wildlife Management				

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of forest management, state bid contract practices, GIS and various forestry equipment operations.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting			X			
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Vibration				X	

Vision Requirements:
Ability to see information in print and/or electronically.