AUBURN
Human Resources

Mgr, Forest Management

Job Description

JOB INFORMATION

Job Code	GB08
Job Description Title	Mgr, Forest Management
Pay Grade	FO09
Range Minimum	$54,190
33rd %	$66,840
Range Midpoint	$73,160
67th %	$79,480
Range Maximum	$92,130
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

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

RESPONSIBILITIES

- Manages, develops, and implements all aspects of forest management of all lands under Auburn University responsibility.
- Manages processes of land management including but not limited to site preparation, planting, thinnings, and harvests, inventory, regeneration efforts, and forest health evaluations.
- Develops and manages the 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, providing professional recommendations to meet the objectives of each property.
- Manages and oversees the maintenance and repairs on University properties to keep facilities in proper working conditions. Maintains a preventive maintenance program for equipment and facilities.
- Assists University faculty with selection for both short term and long term research, teaching, or outreach projects, and management or maintenance of desired forest conditions for studies.
- May provide assistance to instructors for classes taught at the School of Forestry and Wildlife Sciences.
- Negotiates terms and conditions of agreements and contracts for forest harvesting, forest management, and leasing of forest lands.
- Collects data for record keeping, research, and recreational use. Provides reports and recommendations to improve the land management of university properties.
- Oversees budget execution and planning, providing detail records and recommendations for department and university.

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 be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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	and	5 years of	Experience in all aspects of forest management and development of forestry management plan. Experience in management and directing of contractors, and implementing forestry practices.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of all aspects of forest management, GIS and state bid contracting practices.	
Ability to operate forestry equipment.	
Ability to establish and maintain effective working relationships with faculty and fellow employees, contractors, and students.	
Knowledge of wildlife management, forest ecology, prescribed burning, infrastructure maintenance, and forest health evaluations.	
Knowledge of bid sales and contracts, including costs and sales prices of land contracts.	
Ability to establish and maintain effective working relationships with agency officials, faculty, students, and employees.	

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		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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	
Vibration				X	

Vision Requirements:

Ability to see information in print and/or electronically.