

Working Title Area Forester		Name	
Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Forestry Division/ Wildfire Management Branch/ Slave Lake Forest Area (High Prairie)	Ministry Forestry and Parks
Present Class		Requested Class	
Dept ID	Program Code	Project Code (if applicable)	

PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

Reporting directly to the Senior Area Forester, this position is responsible to ensure the sustainability of the forest resource in the Slave Lake Forest Area (High Prairie).

This position will play a key role in the monitoring of industry planning, silvicultural activities and forest operations to ensure consistency between and adherence to Forest Management Agreement (FMA) and quota Forest Management Plans (FMP), Provincial legislation, policy and departmental directives. This is achieved through the review of industry operating plans, input into provincial forest management policy, area forest management planning, and auditing such plans to ensure that they are prepared and implemented based on sound ecological and sustainable forest management principles. The incumbent will communicate sustainable forest management objectives and strategies to various stakeholders including forest and other industries, municipal governments, public and Indigenous communities. This position will also involve the mediation of conflicts between various interest groups.

This position will ensure that the operational aspects of the Forest Management program are completed as per provincial legislation and the timber production monitoring requirements, including, but not limited to, the development and implementation of Forest Management Plans.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

1. Responsible to provide professional client services.

- Understand the Department's Business plan, its linkage to Division and forest area operational plans and ensure activities carried out in the forest management program are consistent with these higher level plans.
- Ensure timely and accurate responses to correspondence from internal clients/other governmental staff.
- Ensure timely and accurate responses to communication requests from the public and other stakeholders.
- Provide assistance or support to other staff members and Divisions when requested.
- Acts as liaison with the general public, private industry, Indigenous communities and special interest groups to resolve issues, concerns and conflict over program implementation as required.
- Informs stakeholders of provincial legislation, policy and relationship to allocation and utilization by various industries and user groups.

2. Responsible to act as the lead contact on tenure holder issues and issue management, which involve responsibility areas, silviculture, and forest management plans

- Requires ability to recognize potential issues and conditions and provide solutions and/or recommendations to solve the problem.
- Requires the ability to prepare briefing notes and respond to action requests on politically sensitive issues for the Forest Area Manager's approval.
- In conjunction with Environment and Protected Areas Approvals staff, lead resource users towards integrated

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land management.

- Mediate between resource users on the same landbase, and assist in the coordination of planning, harvesting and reclamation operations to ensure compliance with legislation.
- Take into account public views, educate public on operation of companies, and work with concerns of the public including crisis management.

3. Assist with long-term forest management planning for FMA and Quota operations in Slave Lake Forest Area.

- Forest Management Planning.
- Ensure planning is consistent with regional and provincial policies, acts, regulations, directives and higher-level landscape/Wildlife management strategies.
- Participate in negotiating company-specific ground rules when required.
- Ensure continuity between the FMP and operational planning.
- Ensure integration and consultation with other users on FMAs.
- Ensure input of local knowledge and concerns into forest management plans.
- Ensure integration with other resource users on the landscape.
- Participate in public advisory groups as the GOA representative.

4. Acts to guide the forest area in ecosystem-based and adaptive management principles

- Remains up to date in these areas to ensure an appropriate level of knowledge is maintained with all field staff within the area (training component).

5. Reviews forest industry operating plans for approval by the Senior Area Forester

- Reviews timber dispositions prior to issuance to ensure they are consistent with FMP and spatial harvest sequence. Prepares and issues permits, provides area input for licences and cancels dispositions upon satisfactory completion of harvesting activities.
- Co-ordinate the review and make recommendations for the approval of compartment assessments.
- Review all operational plans i.e. general development plans (GDP), annual operating plans (AOP) and reforestation plans. As well as review of silviculture schedules, strata declarations, herbicide proposals, long-term access plan, etc.
- Ensure the accuracy and quality of plans and ensure that they conform with the *Forests Act, Timber Management Regulation, Timber Harvesting Planning and Operating Ground Rules* and to scientific knowledge.
 - Work within the team to field inspect the AOP and consult with the respective timber companies on their operating plans.- Facilitate in addressing concerns of other agencies and incorporating them into plans.
 - Submit various plans to the Slave Lake Forest Area Senior Area Forester with recommendations for approval and draft the approval letter.
- Interpret government policy; establish local guidelines and work with the forest company to ensure all timber harvesting is carried out as per approved plans and within government legislation, department policy and operating ground rules.
- Ensure that GDP matches spatial harvest sequencing and the approved annual allowable harvest levels.
- Review FMP assumptions and ensure that they are consistent with proposed operations. Ensure that monitoring is being carried out and assumptions regularly evaluated by the industry as being correct.
- Work with companies to ensure integration of FMA holders, small timber permits, quota holders, oil and gas companies (as able), and other users on the landscape.
- Provide support to Wildfire Technicians and Forest Officers in linking management plan assumptions and on-the-ground operations.
- The above work involves consultation with, and mediation between other government agencies, industries, public and Indigenous communities as deemed necessary.
- Complete review of First Nation and Metis Settlement consultation documents.

6. Production Monitoring for FMA and Quota operations in Slave Lake Forest Area

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- Assist in Production Monitoring program to fulfil Forest Area targets, production audits, and scaling.
- Evaluate production reporting to ensure allowable cuts are not exceeded and to ensure secondary species are being reported correctly and accurately. Also ensure that merchantable residual structure being retained in harvested areas is being charged as production unless otherwise accounted for in the calculation of annual allowable harvest levels.
- Has a working knowledge of timber revenue systems, timber dues rates and scaling populations.
- Effective user of FORESTS; data entry; queries.

7. Responsible for Performance Monitoring of the Forest Management Plan and Operational Delivery (Forest Operations Monitoring – SAM and FOM)

- Monitor goals established by timber management companies through their FMPs
- Review goals every five years to determine progress or set backs.
- In the event that a company has not completed their goals, assist them in reviewing targets and establishing goals and monitoring systems.
- Lead for planning and delivery of the Forest Operations Monitoring Program (FOMP) for the respective company team.
- Develop annual FOMP plan for assigned companies and lead company team to complete the monitoring plan and ensure that program targets and timelines are met.
- Completion of post-inspection report and ensuring that results are input to the FOMP database and into SURVEY 123, meeting FOMP timelines for completion.
- Develop FOM and SAM Action Plans to address findings from the FOMP program and deliver these to the companies for their action. Monitor the progress of the companies' in addressing the Action Plans and ensure FOMP timelines are met.
- Review industry silviculture plans, schedules, operations and reports and make recommendations on approval to Slave Lake Forest Area Senior Area Forester.

8. Forest Health Program

- Provide assistance to Forest Health program as requested and as priorities allow in delivering the Slave Lake Forest Area forest health program.
- May participate in contract supervision and monitoring, data management, and review of grant funding applications from industry or municipalities.
- Assist in the review and provide input on area and provincial forest health program when requested.

9. Community Timber Permit Program

- Lead or assist in coordination and management of the local community timber permit program and establishing permits for the Provincial Timber sale.
- Complete consultation with First Nations and Metis Settlements.

10. Provide input on Provincial Policy Development and Implementation

- Anticipates and recommends future and or new program direction and policy based on current scientific information
- Reviews and provides input into the development of regional and provincial policies.
- Informs other professional and technical staff of new policy and ensures implementation.
- Maintains current in planning, harvesting and silviculture practices
- Provides recommendations to Senior Area Forester, and Slave Lake Forest Area Manager in terms of forest management program, policies and objectives.
- Sits as member of regional and provincial task forces, as requested.

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11. Wildfire Program Support

- Provide support to the areas Wildfire Management Program as required direct line or various roles in the area fire centre such as logistics or communications.
- May participate as a response officer for initial response to Wildfires. May include logistical support to district and supervising crews during presuppression activities or project work.
- May participate in direct fire suppression through initial attack and supervise crews and heavy equipment, and coordinate aircraft movement.
- May participate in incident command (plans, logistics, and operations) overhead teams.

12. Indirectly mentors other staff

- Participates in the interviewing and selection of new employees when requested.
- Mentor forest staff by providing leadership and input as requested.

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

Under the direction of the Senior Area Forester, this position works at a strategic planning level involved with industry foresters of similar or greater education in the development and implementation of forest management plans. The complexity of planning initiatives/activities increases as experience is gained. This position works with forest companies who have a variety of forest tenure holdings (FMA, Coniferous Quota, Deciduous Timber Allocations, Commercial Timber Permits) and whose operations are tightly intertwined with other timber companies producing similar or different forest products. These forest management activities are occurring on a forested landscape with numerous other users and a variety of natural resources objectives i.e. conservation of threatened caribou herds. This position works with other government staff, various industrial and commercial users (trappers, grazing operators, O&G, etc.), Indigenous communities, municipal governments as well as general public through formal and informal processes to develop and implement short and long term forest management plans. This position provides consultative advice to forest officers, the Senior Area Forester and to the Slave Lake Forest Area Manager as well as resolves local issues while implementing the forest management program.

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

- B.Sc. in Forestry or Diploma in Forest Technology with relevant years of experience and eligible for registration as a Registered Professional forester or Registered Professional forest technician.
- Knowledge of Provincial Legislation including the *Forests Act*, *Timber Management Regulation*, *Environmental Protection and Enhancement Act*, *Forest and Prairie Protection Act and Regulations*, *Forestry Profession Act*, *Public Lands Act*, Forestry, Stewardship, and Trade Branch Directives, Forest Management Planning Manual, Forest Management Herbicide Manual and Regeneration Survey Manual, Scaler's Manual, Public Land Management Directives, Energy Policy and Information Letters, Forest Protection Policy and Financial Policy.
- Strong Interpersonal and communication skills including mediation and negotiation skills.
- A thorough knowledge of current forestry terms and practices and the ability to adapt knowledge to a variety of forest conditions. A strong understanding of the forest science behind the various forest management policies is required.
- Time Management and Decision Making ability.
- Problem Solving Skills.

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- Conflict Resolution Ability.
- Timber Management Skills (mapping, orienteering)
- Ability to operate all equipment required to carry out the job (chainsaw, off highway vehicles, 4x4 vehicles)
- Ability to interpret and implement new scientific data and technologies and negotiate its use in industry development plans.
- A thorough knowledge of computer software including software government applications, LSAS, ARIS, FOREST, Arc Map, ArcPro and other GIS applications.

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

- Extensive liaison responsibilities with other area staff, regional and provincial offices, as well as other Divisions within the Department, and Departments (Energy and Environment) on an operational level.
- Primary contact with timber management companies client services and general public on operational timber management issues within context of assigned activities.
- Contact with special interest groups, such as logging associations, trappers, outfitters, agriculture and grazing holders, Indigenous communities, environmental groups, recreationalists, and local mills. Ongoing liaison with these stakeholders for the identification and resolution of operational issues.
- Provide information to local government officials by way of briefing notes and committee work.

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

N/A

CHANGES SINCE LAST CLASSIFICATION REVIEW: Identify significant changes, that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide [Page 17](#)).

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.

Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned (see Writing Guide [Page 16](#))

Incumbent

Manager

Division Director/ADM

Name

Signature

Date