

**NON-MANAGEMENT JOB DESCRIPTION  
POINT RATING EVALUATION PLAN**

Working Title <b>Area Forester</b>	Name
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Position Number	Reports to Position No., Class & Level	Division, Branch/Unit <b>Forestry Division, High Level Forest Area</b>	Ministry <b>Agriculture and Forestry</b>
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Present Class	Requested Class
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Dept ID	Program Code	Project Code (if applicable)
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**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 Forester, this position is responsible to ensure the sustainability of the forest resource through the review and auditing of tenure based forest management planning and operations in the High Level Forest Area

This position plays a key role in the monitoring of industry planning, silvicultural activities and forest operations to ensure linkages are maintained to FMA (Detailed Forest Management Plans), Quota agreements, Provincial legislation, policy and departmental directives. The incumbent is responsible to communicate sustainable forest management principles to various stakeholders including forest and other industries, the Public and First Nations. The incumbent will also mediate conflicts between various interest groups to ensure issues are managed locally.

This position is primarily responsible for the administration of regulation and legislation as it applies to timber management companies in a specified sphere of influence, which includes working with imbedded quota holders and the participation in the development and implementation of a Detailed Forest Management Plan and operational ground rules.

Other responsibilities include operational auditing (Forest Operations Monitoring Program) of timber harvesting operations and to act as area representative and to contribute knowledge towards regulations and policy/procedure development.

**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. Detailed Forest Management Planning**  
**Activities**

- Planning team member or support for the development of Forest Management Plans.
- Ensure forest management planning is consistent with regional and provincial policies, acts, regulations, directives, and higher level forest management plans.
- Participates in negotiating company-specific ground rules (planning and operating standards).
- Ensure continuity between the DFMP and operational planning.
- Provides input concerning local knowledge and concerns into forest management plans.

**2. Reviews forest industry operating plans for approval by the Senior Forester**  
**Activities**

- Reviews timber dispositions prior to issuance to ensure they are consistent with DFMP and spatial harvest sequence.

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- Co-ordinate the referral, review and makes a recommendation concerning approval for general development plans (GDP), final harvest plans (FHP) and annual operating plans (AOP). Ensures the accuracy and quality of plans and their conformance with the *Forests Act, Timber Management Regulation, Timber Harvesting Planning and Operating Ground Rules*.
  - At times will field inspect the FHP/AOP and consult with the respective timber companies on their operating plans.
  - Ensures that operating plans are integrated with other forest resource users and disposition holders and mediates relevant conflicts between users. Works closely with Forest Officers to ensure natural resources integration.
  - Facilitate an inclusive process to integrate the concerns and interests of other agencies (referral requests) and incorporates them into forestry operational plans.
  - Submits various plans to the Senior Forester with recommendations for approval.
- Interpret government policy, and works with the Forest Officers to ensure all timber harvesting is carried out as per the AOP, DFMP, and within government legislation, department policy and operating ground rules.
- Ensure that GDP matches spatial harvest sequencing and the approved annual allowable harvest levels.
- Reviews FMP assumptions and ensure that they are consistent with proposed operations. Ensure that monitoring is being carried out and assumptions are regularly evaluated by the industry and are adapted.
- Works with companies to ensure integration of FMA holders, small timber permits and quota holders.
- Provides support to 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, the Public and First Nations.
- Make recommendations regarding planning approvals and issues management to Senior Forester, when required.

### **3. Provide input on Provincial Policy Development and Implementation**

#### **Activities**

- Anticipates and recommends future and or new program direction and policy based on current scientific information
- Reviews and provides input to draft provincial and regional policy.
- Sits as member of regional and provincial policy committees or working groups, as requested.

### **4. Silviculture/Reforestation and Forest Operations Monitoring**

#### **Activities**

- Review industry silviculture planning and operations
- Assists Forest Management Branch staff with FOMP compliance audits for reforestation (scarification, planting, regeneration surveys, herbicide and stand tending) and forest operations compliance audits.
- Audit timber companies to ensure legislation requirements are being met for reforestation activities (replacement of incidental species, reforestation of forest fires, enhanced forest management, alternative silviculture systems).

### **5. Production Monitoring**

#### **Activities**

- Evaluates production reporting to ensure allowable cuts are not exceeded and to ensure secondary species reporting. Also ensuring that merchantable residual structure being retained in harvested areas is being charged as production unless otherwise has been accounted for in the calculation of annual allowable harvest levels.
- Understand timber revenue systems and timber dues rates.

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- Actively conduct ongoing timber production monitoring activities such as scaling, weigh scale checks and truck checks.

## **6. Support Activities**

- Understands the Department's Business plan, its linkage to Division and Area operational plans and ensure activities carried out in the forest management program are consistent with these higher level plans.
- Provides assistance or support to other area staff and to Forest Management Branch staff when requested.
- Works with Forest Health team to deliver the location forest health program.
- Determine workload, manpower and budget requirements for internal projects and submits request through Senior Forester to the Forest Area Manager
- Ensures that Area resource management plans are consistent with the current legislation, department business plans, policies and scientific information.

## **7. Wildfire Management Activities**

- Assist in wildfire suppression activities, and pre-suppression activities as available, and qualified. Over time gain qualifications and experience in the wildfire management program to provide effective support in increasing levels of responsibility.
- In consultation with Wildfire Management Branch (WMB) staff, ensure fuel modification is addressed in the overall landscape planning of the annual operating plans.
- Participate with WMB staff to ensure landscape level and community level planning of the FireSmart program to reduce risk of wildfire.
- Provide forest management expertise and participate in wildland urban interface planning and fuel modification

## **8. Issues Management Activities**

- Requires the ability to prepare briefing notes and respond to action requests on any politically sensitive issues for the Forestry Area Manager's approval.
- Requires ability to recognize potential issues and conditions and provide solutions and/or recommendations to solve the problem.

**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](#)).

- This position requires a working knowledge of traditional as well as leading edge science, challenges, issues and solutions, relating to forest management within the area. The incumbent is called upon to work with peers and solicit direction and advice from forest management specialists, scientists and other sources in the performance of duties.
- The location of this position overlaps several municipalities, and has imbedded within it many industries such as oil and gas and timber companies. Any program and initiatives created by this position may directly impact the other agencies and demand the incumbent have considerable sensitivity to issues and mandates of other agencies and organizations.
- The position must be able to communicate regulatory requirements to both staff involved in large forest management operations, as well as small local loggers and sawmillers.
- The position is called upon to communicate departmental forest management priorities to external stakeholders and jurisdictions in an effective and constructive manner and is often involved in joint or multi-stakeholder initiatives.

**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](#)).

- This is a diverse position that involves dealing with: all kinds of forests (plantations, natural young, old growth); biodiversity issues; all kinds of pests (insect; disease; invasive plants); small and large, one time or multi-year projects; large geographic areas.
- The position is often called upon to provide guidance to area field staff on forest management issues and is required to interpret legislation and policy and take action based on procedural direction.
- Creativity and originality are required on a daily basis for problem solving, communicating with various stakeholders including operational staff within the Areas, and creating improvements to existing plans and systems as well as things such as new planning programs; applied field research.
- This position works with other government staff, various industrial and commercial users (trappers, grazing operators, O&G) First Nations, 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 and resolves local issues while implementing the forest management program. Less supervision by the senior forester is required of this position as work experience and knowledge is gained.

**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](#)).

- Bachelor of Science Degree in Forestry
- Membership or eligible for membership in the College of Alberta Professional Foresters as a Registered Professional forester.
- Knowledge of Provincial Legislation including the *Forests Act*, *Timber Management Regulation*, *Environmental Production and Enhancement Act*, *Forest and Prairie Production Act and Regulations*, *Forestry Profession Act*, *Public Lands Act*, *Land Stewardship Act*, Forest Management Branch Directives, Forest Management Planning Manual, Forest Management Herbicide Manual and Regeneration Survey Manual, Scaler's Manual.
- Strong Interpersonal and communication skills including mediation and negotiation skills.
- A developing 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.
- Understanding of forest management planning, operations, land use management, compliance and performance monitoring, auditing practices.
- Good understanding of forest management of issues facing the forest industry and maintain flexibility and adaptability in dealing with rapidly changing workload priorities.
- Good Organizational and Decision Making ability.
- Multi-tasking, time management and problem solving skills.
- Conflict Resolution Ability.
- Timber Management Skills (mapping, orienteering, photo interpretation)
- Maintain currency in harvesting and silviculture practices.
- 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.
- Ability to work comfortably in remote field locations including the ability to travel using off highway vehicles (OHVs), and 4x4 pickups.
- Computer literate with a thorough knowledge of government software applications, word, spreadsheet, GLIMPS, ARIS, TPRS, Arc View 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](#)).

- Primary contact with timber management companies client services and general public on operational timber management issues within assigned sphere.
- Liaison responsibilities with other area staff, regional and provincial offices, as well as other divisions within the department in an operational level.

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

Although this position does not directly supervise staff, it does provide input/mentorship to the Forest Officers who monitor the operations of the local Forest Companies and Quota holders. This position aids in the management of any issues that may be identified from the operations that may impact or are a result of long term planning.

**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, 6<sup>th</sup> 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**

	_____	_____	_____
	Name	Signature	Date

**Manager**

	_____	_____	_____
	Name	Signature	Date

**Division Director/ADM**

	_____	_____	_____
	Name	Signature	Date