

Working Title Timber Management Specialist	Name
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Position Number	Reports to Position No., Class & Level Senior Area Forester	Division, Branch/Unit Forestry Field Operations Branch	Ministry Alberta Forestry and Parks
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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 [Section 2.3](#)).

This technical position, reporting to the Senior Area Forester, is responsible for ensuring consistency and quality in the delivery of the Forest Operations Monitoring Program (FOMP) in the Forest Area. Working with the area forestry team, the position coordinates FOMP, Timber production and associated timber management administration, which includes record systems, volume tracking, timber sales, and disposition issuance. This position works with and coordinates the activities of several Forest Officers, has extensive liaison responsibilities with other area staff and provincial offices, as well as other divisions within the department, on an operational level. This position provides support to other programs in the forest area including Wildfire Management and Forest Health.

- 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 major activities should be described (see [Sections 2.1](#) and [2.2](#)).
1. **Assist with providing an annual supply of timber to the local CCTP membership on an equitable and timely basis to ensure continuing economic viability of the forest industry in the local area.**
    - Coordinate and oversee all harvest planning and design for the purpose of issuing timber dispositions..
    - Participate in development and implementation of strategic CCTP guidelines for the forest area.
    - Liaison with timber associations, special interest groups, Indigenous Communities, and other government ministries including identification and resolution of operational issues.
    - Review and endorse operational aspects of Annual Operating Plan (AOP) approvals for the CCTP program.
    - Provide training and direction to forest officers with respect to operational reviews of AOP's and follow up compliance monitoring.
    - Provide direction, guidance, and advice to area staff for all matters pertaining to timber management legislation, regulations, policies, directives and operational ground rules.
    - Ensure that policy and legislation are applied consistently throughout the forest area.
  2. **Oversee accurate and timely issuance of various timber dispositions to the Forest Industry to ensure that timber volume harvested is accounted for and that Crown dues and revenues are collected for all timber harvested.**
    - Coordinates the accurate and timely preparation, issuance, renewal, cancellation and closure of timber permits

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for the area.

- Conducts timber sales for both the green and white zone, including those requested by Public Lands for grazing purposes.
  - Ensures Timber Production Revenue System (FOREST) data is entered accurately and on a timely basis.
  - Ensures that the collection of timber revenues and dues is completed following proper procedures.
  - Ensure the timely delivery of the timber production monitoring activities, production/volume tracking, mill site inspections, mill studies, truck checks, and check scaling.
  - Ensure that deficiencies and/or outages discovered are dealt with promptly and correctly, with the correct legislation and policies followed.
3. **Ensure that field staff carries out their duties in an operationally consistent and safe manner and are offered developmental opportunities to increase their skills, abilities and knowledge.**
- Helps coordinate workload assignments i.e FOMP, RSA, Scaling, as well as assists staff to set workload priorities and ensures that workload is carried out in an operationally consistent manner.
  - Ensures consistent and fair application of legislation, policies and procedures by field staff in accordance with the expectations and goals of the Area Manager.
  - Assists the Senior Area Forester with identifying the need for, and arranging for staff to take training courses offered by the Hinton Training Center (HTC) required to deliver the Forestry program in the forest area, including but not limited to: ARIS, FOMP, RSA, forest management, enforcement, etc..
4. **Assist in delivery and implementation of the Whitecourt Forest Health programs including Mountain Pine Beetle, invasive plants and forest health monitoring**
- Perform various Forest health surveys and control actions as necessary.
  - Work with the Forest Health Officer to ensure CCTP operations are in line with the forest area and provinces' Mountain Pine Beetle program and guidelines.

**SCOPE:** List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job (see [Section 2.4](#)).

Under the direction of the Senior Area Forester, this position works primarily at an operational delivery level and is involved with Department forest officers, foresters and industry foresters/technologists in the review and approval of forest management plans and monitoring of forest management operations. 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. This position works with other government staff, various industrial and commercial users (trappers, grazing operators, O&G), Indigenous communities, municipal governments as well as general public through formal and informal processes to review, approve and monitor short and long term forest management plans. This position

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mentors and trains forest officers and provides advice to the Senior Area Forester regarding the delivery of the forest management program.

**KNOWLEDGE, SKILLS & ABILITIES:** Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.

- Diploma in Forest Technology and 4 years related experience or University Degree in Forestry and 2 years related experience.
- Member of or eligible for membership in the Alberta Association of Forest Management Professionals (AAFMP)
- 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 (FSTB) directives, Forest Management Planning Standard, Forest Management Herbicide Manual and Regeneration Survey Manual, Scaler's Manual, and Public Land Management Directives.
- A thorough knowledge of current forestry terms and practices and the ability to adapt knowledge to a variety of forest conditions.
- A thorough knowledge of the Forest Operations Monitoring Program including the completion of active harvesting inspections, active silviculture inspections and silviculture ARIS monitoring reviews.
- Strong Interpersonal and communication skills including mediation and negotiation skills.
- Excellent organizational, problem solving, conflict resolution and decision-making skills.
- Good basic timber management skills (ARC GIS mapping, orienteering, photo interpretation)
- Able to operate all equipment required to carry out the job (chainsaw, off highway vehicles, 4x4 vehicles)
- Ability to fly in fixed wing aircraft and helicopters
- A thorough knowledge of compliance assurance principles, and ability to convey that knowledge to forest area staff.
- Knowledge of a wide variety of silviculture activities (site preparation, planting, tending, herbicides, surveys), including an ability to utilize the ARIS database.
- Extensive and thorough knowledge and understanding of the Occupational Health and Safety requirements, and the ability to implement required processes.

**CONTACTS:** The main contacts of this position and the purpose of those contacts.

- Extensive liaison responsibilities with other area staff and provincial offices, as well as other divisions within the department on an operational level.
- Chairs / facilitates public meetings related to the Community Timber Program.
- Primary contact within the forest area for special interest groups, such as logging associations, Indigenous communities who are requesting a timber supply from the CTP program. Ongoing liaison with these stakeholders for the identification and resolution of operational issues.

**SUPERVISION EXERCISED:** List position numbers, class titles, and working titles of positions directly supervised.

This position may supervise seasonal wildfire programs and staff.

**CHANGES SINCE LAST CLASSIFICATION REVIEW:** This section is not required to be completed if the job description is being written for the conversion to PREP. It should be completed for any subsequent job evaluation requests under PREP.

**ORGANIZATION CHART:** An organization chart that includes supervisor, peers and staff **MUST** be attached.

*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.

**Incumbent**

_____	_____	_____
Name	Signature	Date

**Manager**

_____	_____	_____
Name	Signature	Date

**Division Director/ADM**

_____	_____	_____
Name	Signature	Date