



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

FORESTER SUPERVISOR

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Forester Supervisor	F1032S	70	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Purpose

Devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees**, acting upon leave requests, conducting annual performance evaluations and recommending disciplinary actions. Interviewing and recommending selection of applicants and conducting training of personnel. Manages forested lands for economic, recreational and conservation purposes. May inventory the type, amount and location of standing timber, appraise the timber's worth, negotiate the purchase and draw up contracts for procurement. May determine how to conserve wildlife habitats, creek beds, water quality and soil stability and how best to comply with environmental regulations. May devise plans for planting and growing new trees, monitor trees for healthy growth and determine the best time for harvesting. Develop forest management plans for public and privately owned forested lands.

Nature of Work

Foresters Supervisor devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees and has a wide range of duties, depending on whom they are working for. Some primary duties of foresters include drawing up plans to regenerate forested lands, monitoring the progress of those lands, and supervising harvests. Land management foresters choose and direct the preparation of sites on which trees will be planted. They oversee controlled burning and the use of bulldozers or herbicides to clear weeds, brush, and logging debris. They advise on the type, number, and placement of trees to be planted. Foresters then monitor the seedlings to ensure healthy growth and to determine the best time for harvesting. If they detect signs of disease or harmful insects, they consult with specialists in forest pest management to decide on the best treatment. When the trees reach a certain size, foresters decide which trees should be harvested and sold to sawmills.

Distinguishing Characteristics

The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

- Devotes a substantial portion of time assigning and directly supervising work of at least two (2) permanent/full time employees. Acts upon leave requests, conducts annual performance evaluations and recommends disciplinary actions.
- Conducts training of personnel; may interview and recommend selection of applicants.
- Provides career coaching through mentoring and arranges for outside training opportunities when possible.

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- Makes well-informed, effective, and timely decisions and perceives the impact and implications of those decisions.
- Makes point of view in a clear and convincing manner.
- Listens effectively and clarifies information as needed.
- Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- Writes in a clear and concise manner.
- Develops networks and builds alliance; collaborates across boundaries to build strategic relationships and achieve common goals.
- Builds and manages workforce based on organizational goals, budget considerations, and staffing needs
- Ensures that employees are appropriately recruited, selected, and appraised; addresses performance issues.
- Keeps up to date on occupationally specific technological developments; makes effective use of technology to achieve results.
- Employees in this Role act as an agent and negotiate timber sales with industrial procurement foresters.
- Employees are responsible for considering the economics of the purchase as well as the environmental impact on natural resources.
- Employees apply rules and regulations; consult on fire suppression and prevention; forest pathology and entomology; and are responsible for the training of personnel in forest management and utilization.

Recommended Education and Experience for Full Performance

Bachelor's degree in Forestry, Range Management, or Ecology and four (4) years of in Forestry, Range Management, Forest Management, Natural Resources, Wildlife Science, Fire Science or Ecology, two (2) years of which must be supervisory.

Minimum Qualifications

Bachelor's degree in Forestry, Range Management, or Ecology and three (3) years of experience in Forestry, Range Management, Forest Management, Natural Resources, Wildlife Science, Fire Science or Ecology. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling four (4) years may substitute for the required education and experience.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

Leadership - Knowledge of leading through influence and persuasion by establishing mutual trust, respect, and loyalty, through shared beliefs, values, and goals; Being cognizant of subordinates' needs, goals, and aspirations, and to carefully consider these personal variables when making decisions.

Biology — Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.

English Language — Knowledge of the structure and content of the English language including

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the meaning and spelling of words, rules of composition, and grammar.

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Skills

Leadership - Displaying attributes that makes employees willing to follow; applying effort to increase productiveness in areas needing the most improvement; establishing a spirit of cooperation and cohesion for achieving goals; making the right things happen on time; providing performance feedback, coaching, and career development to individuals to maximize their probability of success; giving subordinates the authority to get things accomplished in the most efficient and timely manner.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Speaking — Talking to others to convey information effectively.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Coordination — Adjusting actions in relation to others' actions.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Systems Analysis — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Time Management — Managing one's own time and the time of others.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Exempt.

Bargaining Unit: Not covered

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Established: 07/27/2012

Revised:

***Means two (2) or any combination of full-time equivalent (FTE) status that equals at least two (2) regular or term status employees in non-temporary positions.*

****Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation. Not to be construed as minimum qualifications.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.