



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

FOREST AND CONSERVATION WORKERS

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Forest and Conservation Workers-B	S4011B	40	
Forest and Conservation Workers-O	S4011O	45	
Forest and Conservation Workers-A	S4011A	50	

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

Occupation Description

Under supervision, perform manual labor necessary to develop, maintain, or protect forest, forested areas, and woodlands through such activities as raising and transporting tree seedlings; combating insects, pests, and diseases harmful to trees; and building erosion, water control structures and leaching of forest soil. Include forester aides, seedling pullers, and tree planters.

Nature of Work

Forest and conservation workers help develop, maintain, and protect the forests by growing and planting new seedlings, fighting insects and diseases that attack trees, and helping to control soil erosion. Those who work for State and local governments or who are under contract with them also clear away brush and debris from camp trails, roadsides, and camping areas. Some forest workers clean kitchens and rest rooms at recreational facilities and campgrounds. Various power/hand are utilized as well as insecticides, fungicides and herbicides.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Employees in this Role assist coworkers with park or environment resource upkeep, preservation, stabilization of facilities and monuments, public relations including providing information to visitors, providing security, keeping records as determined by supervisors.

Recommended Education and Experience for Full Performance

High school diploma or GED and six (6) months experience in parks, monuments, museums, interpretive/educational ranger, field archaeologist or ruins preservationist at a historic site.

Minimum Qualifications

High School diploma or GED.

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Operational

- Employees in this Role may specialize in interpretive (education, exhibits, nature hikes, campfire programs) or resource operations (road, trail, and water maintenance, building and structure repair, compliance and security measures).
- Employees perform conservation and preservation duties; construct and setup exhibits; maintain monument facilities and grounds; conduct guiding tours for the public; maybe responsible for general park operations.

Recommended Education and Experience for Full Performance

High School diploma or GED and two (2) years of experience in parks, monuments, museums, interpretive/educational ranger, field archaeologist or ruins preservationist at a historic site.

Minimum Qualifications

High School diploma or GED and six (6) months of equivalent experience.

Advanced

- Employees in this Role design and implement models for interpretive and resource operations.
- Employees participate in the fundamentals of professional forestry management and technical forestry work in the field such as: fire supervisor, timber sales, tree seedling and distribution; may have specialized expertise in one area of forestry management or may have a specialized expertise that it is applied to many areas of forestry, conservation, and parks operations.

Recommended Education and Experience for Full Performance

Associates degree from an accredited college or university and one (1) year of experience in parks, monuments, museums, interpretive/educational ranger, field archaeologist or ruins preservationist at a historic site.

Minimum Qualifications

High School diploma or GED and one (1) year of experience in parks, monuments, museums, interpretive/educational ranger, field archaeologist and/or ruins preservationist at a historic site.

Knowledge and Skills

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Knowledge

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

Geography — Knowledge of principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life.

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

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership

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technique, production methods, and coordination of people and resources.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Skills

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.

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.

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

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

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

Speaking — Talking to others to convey information effectively.

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

Operation Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly.

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.

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Default FLSA Status: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001

Revised: 09/20/2011

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

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.