



STATE OF OREGON
invites applications for the position of:

Natural Resource Specialist 2 (Contract Administration Forester)

JOB CODE: ODF17-0130

OPENING DATE/TIME: 12/11/17 12:00 AM

CLOSING DATE/TIME: 01/18/18 11:59 PM

SALARY: \$3,597.00 - \$5,242.00 Monthly

JOB TYPE: Permanent

LOCATION: Tillamook, Oregon

AGENCY: Forestry-Northwest Oregon Area

DESCRIPTION:

There is **one permanent, full-time** position available in the State Forests division of the Oregon Department of Forestry located in **Tillamook**. This announcement will be used to establish a list of qualified candidates for this position and may be used to fill future vacancies as they occur. For specific questions regarding this position, please contact **Joe Travers, Timber Sale Contracts Unit Forester, at (503) 815-7030**.

The Oregon Department of Forestry's (ODF) Mission is – To serve the people of Oregon through the protection, management, and promotion of a healthy forest environment, which will enhance Oregon's livability and economy for today and tomorrow. ODF is a multi-programmed, multi-funded public agency chartered and structured to administer the forest laws and policies of the State of Oregon, within the framework of sustainable forests, for the benefit of all Oregonians.

State Forest Program in The Tillamook District manages 252,000 acres of State Forest land, about one third of the State owned forest land in Oregon, to secure the greatest permanent value of these lands to the State by maintaining healthy productive and sustainable forest ecosystems. Management consists of reforestation and stand management, sales of forest products, engineering, including property line surveying, road design, construction and maintenance, recreation management, and general administration of the growth and harvest of the forest in a cost-effective and environmentally sound manner.

The primary purpose of this position is to plan, direct, and monitor all timber sale contract administration in the Tillamook District. Provide assessment, analysis and monitoring of these activities for meeting the NW Forest Management Plan goals and strategies, District Implementation Plan objectives, Forest Practices Act regulations, and timber sale contract specifications. Implements Annual Operations Plans related to timber sales. Tasks done to accomplish this include field and office preparation and administration of timber sale contracts including, harvests, log accountability, road construction contracts, and directing and/or assisting with road maintenance.

***The Oregon Department of Forestry:
Serving Oregonians by protecting Oregon's forests.***

DUTIES & RESPONSIBILITIES:

Major duties include but are not limited to:

Contract Administration

- Administer contracts to ensure that agency standards and guidelines are met.
- Completes and coordinates field inspections of timber sales to check for compliance of the contract.
- Process Notifications for State Forester sales and assure compliance with FMP, IP and FPA.
- Reviews, prepares and approves inspection reports, scaling instructions, and notification of operation.
- Conduct pre-operation meetings with contractors to review contract requirements and ensure all sale documents are completed and reviews operations plans.
- Reviews contract progress and reports to supervisor, including recommendations for contract modifications and adjustments.
- Prepares contract modification or adjustment documents for supervisory approval.
- Takes independent enforcement action to gain compliance with the contract.
- Inspects timber sale haul routes to maintain drainage systems, protect water quality, insure compliance for wet weather haul requirements and protect road infrastructure.

Leadership and Coordination of Timber Sale and Project Preparation

Assists Contract and Planning Unit Managers with training and development of unit staff. Provides guidance on an ongoing basis for the NRS1s performing timber sale and project preparation and contract administration duties including reviewing and critiquing field preparation and reviewing reports.

- Coordinates and consults with Salem staff, other agencies, contractors and other district personnel.
- Makes decisions on logging methods, road locations, stream buffers, partial cut prescriptions, and sale boundaries consistent with the NW Forest Management Plan, Implementation Plan, Annual Operation Plan, and Forest Practices Act.
- Provides input and review of sale plans and ensures timber sale documents are consistent with sale plan objectives and basin plans.
- Provides technical assistance, mediates and resolves contract issues and concerns.
- Trains and supports NRS-1 employees on contracting to ensure consistent interpretation of contract documents and provisions.
- Assists in preparation of timber sale contracts to ensure Forest Management Plan, Annual Operations Plan, and Implementation Plan goals and objectives as requested.
- Assist to ensure timber sale preparation meets agency standards and guidelines, including project work, harvest plans, sale boundaries, silvicultural prescriptions, and timber cruises.
- Reviews timber sale documents.
- Negotiates and prepares temporary easements, special use permits and tailhold permits.
- Performs field work for timber sales, including road location, posting boundaries, and cruising timber.
- Review timber sales to ensure that all threatened and endangered species surveys and assessments have been completed and documented to meet agency standards.
- Provides opportunities for shared leadership and empowers employees to reach their full potential and encourages employees to succeed.

Program Operations

- Responsible for updating and archiving timber sale data, including inventory data, roads, harvest unit boundaries, stockpiles, and sale documents. This includes all electronic and physical files by working with other units and admin staff.

- Responsible for communicating sale status and accomplishment reporting to Contracts Unit Manager, Salem staff and other district units, including revenue projections, monitoring, and reforestation planning.
- Coordinate with the district planning unit to review implementation of the Annual Operations Plan (AOP).

Because the Department's highest priority work is a forest fire emergency, this position may be utilized during those emergencies to provide assistance in a variety of ways. That assistance may be directly aiding the emergency effort in the field or at the Salem headquarters. It also may be in providing backup to filling for another position that is being used in direct aid to the emergency, or it may be in performing an essential function in some capacity either within this Program or elsewhere in Salem or in the field.

WORKING CONDITIONS

Requires extreme physical exertion on steep, rough terrain, during inclement weather and driving on steep narrow forest roads approximately 50% of the time. Unusual working hours may occur on special projects, approximately 5% of the time. Exposed to hazardous fire conditions approximately 5% of the time.

QUALIFICATIONS, REQUIRED & REQUESTED SKILLS:

MINIMUM QUALIFICATIONS:

Two years of experience in forestry, forest management, forest engineering or related natural resource field, **AND** A Bachelor's degree in forestry, forest management, forest engineering or related natural resource field, **OR** Three additional years of related experience;

OR

One year of experience in forestry, forest management, forest engineering or related natural resource field, **AND** a Master's degree in forestry, forest management, forest engineering or related natural resource field.

NOTE: Transcripts are required to be attached to your application if you are using education or coursework to meet the minimum qualifications. Transcripts must clearly show 1) your name; 2) the name and address of the institution; 3) the degree received and; 4) required courses completed with a passing grade. For application purposes, unofficial transcripts are acceptable; however official or original documents may be requested to validate education. **Transcripts must be attached to your application and WILL NOT be accepted as verification of education after the announcement has closed.**

DESIRED ATTRIBUTES:

- Strong background in logging systems, includes experience in both ground and cable harvest unit layout.
- Strong background in forest road layout and construction, includes experience or education laying out complicated logging roads in steep rugged terrain and working in and around streams.
- Experience working within a team environment providing coordination and leadership.
- Experience administering timber sale and road project contracts.

NOTE: This position requires the operation of a State vehicle for the purpose of conducting official State business. An Oregon driving record check will be conducted on the top applicants to ensure a valid license and acceptable driving record. If your license is from outside Oregon, you must submit at least a three year court/DMV printout at the time of interview.

An unacceptable driving record includes:

- Conviction of a major traffic offense within the previous 24 months which includes reckless driving, driving under the influence, failing to perform the duties of a driver, criminal driving while suspended or revoked, fleeing or attempting to elude a police officer, felony hit and run, etc.;
- Felony revocation of driving privileges or felony or misdemeanor license suspension within the previous 24 months;
- More than 3 moving traffic violations in the previous 12 months;
- A careless driving conviction in the previous 12 months;
- A Class A moving traffic violation in the previous 12 months.

APPLICATION INSTRUCTIONS:

Complete the work history sections of the job application to clearly show how you meet the minimum qualifications listed in the Qualifications and Desired Attributes section of this announcement. Failure to do so will result in disqualification of your application. **Answer the supplemental questions and submit a cover letter (see below).**

Cover letter requirement: Please write a cover letter of no more than one page (type size no smaller than 10 point), that briefly describes:

1. Why you are interested in this position.
2. Your qualifications for this position based on your experience, interests and goals.

The screening of candidates will be based on review of the application, supplemental question answers and cover letter. **Failure to submit a cover letter according to the specified directions with the application will automatically exclude you from the recruitment.**

Clear communication is important in this position. Your cover letter will be graded based on clarity of thought, spelling, grammar, the degree to which it addresses points 1 and 2 above, and overall writing quality.

ADDITIONAL INFORMATION: IMPORTANT NOTICE:

To improve communication with all applicants the State of Oregon requires an e-mail address be provided on all applications. If you do not currently have an e-mail address and do not know where to go to get one, please refer to our Applicant Frequently Asked Questions web page to view several links to internet providers where you can get a free e-mail account. The State of Oregon does not endorse any particular provider.

To insure clear communication, please unfilter emails from neogov.com and governmentjobs.com.

Please note: The employee in this position will be represented by the Service Employees International Union (SEIU) and will be subject to all terms and conditions of the collective bargaining agreement. Pay and benefits on all job announcements may change without further notice.

If you require an alternate format in order to complete the employment process, you may call ODF Human Resources at 503-945-7200.

Only complete applications will be considered. **Your answers to the supplemental questions must be reflected in the work experience section of your application.** Be sure to answer all supplemental questions and attach all required documents. Responses to the supplemental questions will determine if you meet the minimum qualifications, any special qualifications and/or desired

attributes for the position. **Do not submit a resume in place of completing the Supplemental Questionnaire or the Work Experience section of the application.**

Qualified applicants whose responses most closely match the requirements for this position will be invited to interview. **Transcripts must be submitted to receive credit for education coursework at the time of application.**

Veterans - If you are an eligible veteran and you meet the minimum qualifications, veterans' preference points will be added to your score. To receive veterans' preference points you **MUST** attach to your electronic application the following required documentation:

- A copy of the DD214/215 for the five (5) point preference;
- **OR** A copy of the DD214/215; **AND** a veteran's disability preference letter from the United States Department of Veterans' Affairs for the ten (10) point preference.

For more information on veterans' preference points visit www.oregonjobs.org, and select veterans' preference.

PLEASE NOTE: The Oregon Department of Forestry does not offer visa sponsorships. Within three days of hire, all applicants will be required to complete U.S. Department of Homeland Security form I-9, confirming authorization to work in the United States.

THE OREGON DEPARTMENT OF FORESTRY IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER COMMITTED TO WORK FORCE DIVERSITY

VISIT OUR AGENCY WEBSITE AT:

<http://www.oregon.gov/ODF>

Job #ODF17-0130

NATURAL RESOURCE SPECIALIST 2
(CONTRACT ADMINISTRATION FORESTER)
PJ

TO APPLY: <http://ow.ly/LtOS30hkBpK>

OUR OFFICE IS LOCATED AT:

2600 State Street
Salem, OR 97310
503-945-7200

Natural Resource Specialist 2 (Contract Administration Forester) Supplemental Questionnaire

Work Experience

The work experience section of your application must include a clear description of your experience in order to determine if you meet the required skills (**minimum and special qualifications**) and at what level you meet the requested skills (**desired attributes**). Your answers to supplemental questions about your specific experience must also be supported in the work experience statements in your application form or, if requested, your resume.

Supplemental materials such as cover letters and/or a resume will NOT be reviewed or used to determine candidates' qualifications unless the posting specifically states those materials are required from applicants.

Supplemental Questions

Your answers to the Supplemental Questions may be reviewed to help determine if you meet the required skills and how you meet the requested skills for the position to which you have applied. This review may include an automated scoring process and/or a manual review of all or some of the responses.

Note: The specific questions and scoring process used are determined by each hiring authority. Only those individuals who meet the required skills and most closely match the requested skills will be invited to an interview.

- * 1. Which of the following best describes your **highest related level of education?**
 - High School Diploma or Equivalent
 - Some College Coursework, No Degree Received
 - Associate's Degree
 - Associate's Degree and additional coursework
 - Bachelor's Degree
 - Bachelor's Degree and additional coursework
 - Master's Degree
 - Master's Degree and additional coursework
 - Doctorate Degree
 - Doctorate Degree and additional coursework
 - None of the Above

- * 2. If you selected "Some College Coursework, No Degree Received" or "degree and additional coursework" in question 1, how many **upper division (300 level or higher) credit hours have you completed? Select the Quarter/Semester hours that best describe your completed coursework?**
 - Did not answer
 - 4 Quarter hours/3 Semester hours
 - 8 Quarter hours/5 Semester hours
 - 12 Quarter hours/8 Semester hours
 - 16 Quarter hours/11 Semester hours
 - 20 Quarter hours/13 Semester hours
 - 24 Quarter hours/16 Semester hours
 - 28 Quarter hours/19 Semester hours
 - 32 Quarter hours/21 Semester hours
 - 36 Quarter hours/24 Semester hours
 - 40 Quarter hours/27 Semester hours
 - 44 Quarter hours/29 Semester hours
 - 45-68 Quarter hours /30-45 Semester hours
 - 69-95 Quarter hours /46-63 Semester hours
 - 96-143 Quarter hours /64-95 Semester hours
 - 144-191 Quarter hours /96-127 Semester hours
 - 192-239 Quarter hours /128-159 Semester hours
 - 240 or more Quarter hours /160 or more Semester hours

- * 3. **If you selected "Some College Coursework, No Degree Received" or "degree with additional coursework" in question 1,** please identify the focus of your upper division (300 or higher) coursework. If you did not, enter N/A.

- * 4. Which of the following best describes the **focus of your degree?**
 - Forestry
 - Forest Engineering
 - Forest Management
 - Natural Resources
 - Other Related Education
 - None of the Above

- * 5. **If you selected "Other Related Education" in question 4,** please identify the focus of your degree. If you did not, enter N/A.

- * 6. Which of the following best describes your **level of experience in Forestry, Forest Management, Forest Engineering, or related field?**

- less than 6 months
- 6 to 11 months
- 12 to 17 months
- 18 to 23 months
- 2 years
- 3 years
- 4 years
- 5 years
- 6 years
- 7 years
- 8 years
- 9 years
- 10 years or above
- None of the above

* 7. Do you currently have a valid driver's license in accordance to the driving standards listed in this announcement?

- Yes
- No

* 8. Specifically describe your experience and training in forest road location and construction. Please include your level of responsibility for the experience listed.

* 9. Specifically describe your experience and training in logging systems, including layout and use. Please include your level of responsibility for the experience listed.

* 10. Specifically describe your experience with coordinating work of multiple people to ensure consistency in work. Please include your level of responsibility for the experience listed.

* 11. Specifically describe your experience administering and enforcing timber sale and forest road project contracts. Please include your level of responsibility for the experience listed and the number of projects and timber sales administered.

* 12. Have you attached a cover letter as directed in the Qualifications and Desired Attributes section of this announcement? Failure to do so may eliminate you from the recruitment process.

- Yes
- No

* 13. Where did you hear about this job?

- www.oregon.gov/ODF
- State of Oregon Job Page website
- Printed publication or newspaper
- Social Media (Twitter, Facebook, LinkedIn, etc.)
- Other internet website
- Friend or family/word of mouth
- Job Fair
- Other

* 14. If you answered "**Other internet website**", "**Printed publication or newspaper**", "**Social Media**", "**Job Fair**", or "**Other**" in the previous question, please specify the source in which you heard about this job. **If not, enter N/A.**

* Required Question