



Pope Resources  
A Limited Partnership

## POSITION DESCRIPTION

<b>TITLE:</b>	<b>Inventory / GIS Forester</b>	<b>STATUS:</b>	<b>Exempt</b>
<b>REPORTS TO:</b>	<b>Resource Planning Manager</b>	<b>FT/PT:</b>	<b>Full-time</b>
<b>DEPARTMENT / AREA:</b>	<b>Timberland Ops/Resource Planning</b>	<b>DATE:</b>	<b>October 2017</b>

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### **PURPOSE:**

Provide key geographic data to support the efforts of various Pope Resources' departments handling on-the-ground timberland management, portfolio management, asset acquisition and disposition, higher-and-better use development and commercial real estate management functions. The Inventory / GIS Forester manages company GIS data, completes advanced spatial analysis and reports findings. The position also acts as a resource for foresters needing help with technology and provides appropriate training to this group as needed. A high emphasis on safety and the Sustainable Forestry Initiative (SFI) is a large component of all the work this position will perform.

### **ESSENTIAL FUNCTIONS:**

#### **Mapping/data collection, management and analysis:**

- Produce or edit data layers, maps, tables, or reports using spatial analysis and database procedures. Perform data quality control including, but not limited to, attribution checks and managing associated data.
- Complete GIS/inventory update in collaboration with Inventory Analyst.
- Assist Planning staff on inventory-to-cutout analysis and tactical harvest scheduling and long-term planning.
- Perform digital feature collection and extraction from multiple data sources.

#### **Internal Customer Support:**

- Provide hardware and software support to foresters and other departments. Investigate and resolve problems with GIS-related systems (answers support calls and emails in a timely manner and troubleshoots user problems).
- Document techniques for editing, using, generating data, including technical user manuals.
- Create training materials responding to internal customer difficulties and/or to educate on new tools designed by GIS team such as mapping software, GIS equipment operations, download of data, and reporting.
- Plan, schedule and deliver training sessions to ensure timely and accurate data is obtained by forestry operations staff.

#### **Assistance to team and other departments:**

- Collaborate in development, testing, and maintenance of tools including mobile GIS applications. Release new deployments of tools via email including mobile GIS applications through ArcGIS Online.
- Assist Inventory Supervisor with cruise plan development, inventory data collection, and check third party contractors.
- Assist with inventory due diligence and map production for potential acquisitions and dispositions.
- Provide support to operations staff in layout and supervision of silviculture, road building, and logging.
- Attend user conferences, on-line trainings, and other educational media to stay up on latest technology to generate ideas and network with vendors and peers.

- Perform other duties as assigned and maintain flexibility to help with special projects as needed.

### **CORE COMPETENCIES / EDUCATION REQUIREMENTS:**

- Bachelor's degree(s) in Forestry, Forest Management, or Geography.
- A minimum of two years of knowledge and experience in forest inventory, GIS, silviculture, and operations.
- Knowledge of land surveying principles, techniques and associated data with ability to read and interpret maps and aerial photos and LiDAR data processing. Knowledge and experience with forest management and practice rules as well as inventory procedure.
- Proven ability to lead and complete projects independently as well as work with a team.
- Computer skills required: Working knowledge of ArcGIS for Desktop and ArcGIS Online (including map creation, GPS data collection, model building, and data editing techniques); ESRI mobile applications (including Collector, Workforce, and Survey123); programming such as Visual Basic for Applications, Python, SQL, and Model Builder; strong general computer skills - familiarity with Excel and Access.  
Effective verbal and written communication skills.

### **WORK ENVIRONMENT/TRAVEL/PHYSICAL REQUIREMENTS:**

This position requires functioning in a general office workspace and also outdoors. Indoors: position routinely uses standard office equipment such as computers, telephones, copiers, and filing cabinets. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, and crouch. Outdoors: periodic time is spent in the field working independently in possible inclement weather over rugged terrain. Must be in good physical condition, able to walk, climb, drive a vehicle, carry and perform forestry related activities. Frequently required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms, climb, balance; stoop, kneel, crouch or crawl. Must have the ability to stand for extended periods of time. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Moderate travel required, normally for periods of 1 week or less.

*Please note this description is not designed to contain a comprehensive listing of requirements of the employee for this position. Duties, responsibilities and expectations may change at any time with or without notice.*

*Pope Resources is an equal opportunity employer*

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