

DEPARTMENT OF NATURAL RESOURCES
POSITION DESCRIPTION

Working Title: Area Forestry Leader

Classification: Natural Resources Area Supervisor-Forestry

Location: Southwest District, Black River Falls Area

POSITION SUMMARY: This position is responsible for the supervision and implementation of the Forestry Division's integrated programs existing within the designated area and for integration among those programs and all other DNR programs within the designated area. This position is responsible for directing all aspects of the fire management program and is accountable for fire readiness and fire suppression. Customer and partner groups may include forestry and non forestry DNR staff, cooperating and consulting foresters, citizens, citizen groups, industry leaders, tribal governments, and governmental and educational representatives.

REPORTS TO: This position reports to the Southwest District Forestry Leader and directly supervises Forestry Team Leaders and/or professional and technical forestry staff in their implementation of the forestry program in the assigned geographic area.

LOCATION: This position is located in the Southwest District and is stationed out of the Black River Falls Area.

GEOGRAPHIC RESPONSIBILITIES: St Croix, Dunn, Chippewa, Eau Claire, Clark, Pierce, Pepin, Buffalo, Trempealeau, Jackson, La Crosse, Monroe, and Juneau counties and also available to assist other teams across established boundaries as requested.

TRAVEL REQUIREMENTS: The job holder travels frequently within the geographic scope of the assigned station, periodically within the district as well as occasional statewide travel.

PROTECTIVE STATUS: This position is key to public safety and requires the incumbent to meet and maintain the physical fitness test standards required for all Department protective positions. The duties of the position require active fire suppression and prevention duties which require frequent exposure to a high degree of danger or peril and also require a high degree of physical conditioning. This position is available for fire suppression, preparedness, and prevention duties year-round. If the fire duties were removed from this position, the position would no longer exist. In addition, if the incumbent was unable to perform the assigned fire duties, they would be required to leave the position. Protective status is granted to this position per the review by the Bureau of Human Resources and the Office of State Employment Relations in applying Wisconsin Statutes and DNR approved protective position policies

GOALS & ACTIVITIES:

20% A. Management & Administration of Integrated Programs

- A1. Develop an area specific work plan that details goals and objectives and is aligned with leadership priorities.
- A2. Provide guidance to staff on managerial and administrative matters.
- A3. Provide direction, interpretation, and guidance to staff on policy matters, forestry practices, and programs.
- A4. Develop a system/process to implement daily operations.
- A5. Establish a process or system to manage and track the budget and other assigned resources.
- A6. Establish team guidance to produce and maintain an excellent safety record.

25% B: Area Talent Development & Supervision

- B1. Establish a clear vision and direction for employee on how the Area will succeed
- B2. Create an achievable work plan for each employee.
- B3. Establish strong, effective, trust-based relationships with and between each employee.
- B4. Build a technically competent team through guidance and mentoring.
- B5. Build an engaged, healthy team through guidance and coaching on interpersonal matters.
- B6. Monitor and track staff performance to ensure accountability.
- B7. Develop a succession plan to ensure bench strength and knowledge management.
- B8. Make determinations on how to optimally shift resources as workload demands.
- B9. Redirect staff time and workload to meet emerging needs.
- B10. Monitor workplace dynamics (i.e. conflict management, respect) and address areas of under or non-performance and bring to a sustainable conclusion.
- B11. Develop communications for staff to keep them apprised on Division news and changes.
- B12. Adhere to civil service, Department and Division protocols and practices required of classified supervisory staff (i.e. recruitment, hiring, performance reviews, etc.)

25% C: Area Performance Management

- C1. Develop a system/process to monitor the effectiveness of program integration.
- C2. Monitor and enforce compliance with statutes, rules, handbooks, and other program policy.
- C3. Make decisions that result in solutions for enhanced field operations.
- C4. With Leadership, identify customer service related initiatives, activities, etc. to ensure responsiveness and enhance delivery.
- C3. Establish a process to determine how to optimally shift resources as workload demands.
- C4. Redirect staff time and workload to meet emerging needs.
- C5. Audit products related to selected aspects of the fire reports, cost-sharing projects, and other services to ensure technical competency, program consistency and compliance.
- C6. Collaborate with team in performing forest management activities on private lands, county forests, and state lands.
- C7. Ensure well managed fire/incident or emergency situations through sound decisions and judgment calls as part of Incident Command situations.
- C8. Ensure fire readiness (equipment and safety) and serve in appropriate overhead positions for fire and other emergency events.
- C9. Serve as Incident Commander on emergency events as needed, assume command of forest fires, and ensure safety of all personnel during forest fire incidents and prescribed fires.
- C10. Provide law enforcement oversight on forestry matters as needed.
- C11. Prepare accomplishment and other required reports at the established intervals to track performance progress.

15% D: Serve as a member of Division management team(s)

- D1. Collaborate on statewide policies and implementation on pertinent forestry issues.
- D2. Contribute to the Division's strategic direction and maintain integral involvement in decision making and information dissemination processes.
- D3. Ensure that issues germane to the Area's performance are effectively integrated into the decision-making processes of operations and leadership teams.

15% E: Communications & Partnerships

- E1. Communicate changes, updates, goals etc. to external partners.

- E2. Monitor the current strength and effectiveness of existing partnerships.
- E3. Ensure partnership agreements with local governments, tribal governments, federal, other state agencies etc. delineate mutual responsibilities and meet expectations.
- E4. Facilitate conflict resolution regarding technical decisions to address and resolve professional disagreements at the local level.
- E5. Provide technical forestry assistance to local governments.
- E6. Represent the Forestry Division at local government meetings as needed.
- E7. Serve on teams, projects, working groups, ad hoc groups, committees, etc. to advance Division goals and to promote sustainable forestry.
- E8. Develop an Area outreach and education plan in accordance with leadership directives.
- E9. Integrate forestry program implementation with other Department programs.

KNOWLEDGE, SKILLS AND ABILITIES:

Upon Appointment:

- 1. Knowledge and skills in applied forestry (fire management and sustainable forest management).
- 2. Knowledge of principles and practices of silviculture (science-based forest management practices).
- 3. Knowledge and skill related to practical field forestry procedures including data collection, tree and site identification, regeneration assessment, forest aesthetics, silvics, pest identification and pest control procedures.
- 4. Knowledge of forest management practices that enhance wildlife habitat.
- 5. Knowledge and skill related to effective forest management plans.
- 6. Word processing software skills to produce finished documents, spreadsheet software to tabulate and/or analyze data, presentation software to convey information to groups, air photo interpretation, and email software necessary to communicate with others.
- 7. Oral communication skills.

Full Performance:

- 8. Knowledge of all aspects of the Forestry program supervised
- 9. Basic knowledge of all aspects of the Division of Forestry's program in Wisconsin.
- 10. Knowledge of Forestry interests within the state.
- 11. Basic knowledge of other DNR programs as they pertain to the work of the District.
- 12. Knowledge of State statutes, administrative rules, policies, and programs applicable to programs within the position's purview.
- 13. Knowledge of DNR specific policies and procedures pertinent to the Division of Forestry.
- 14. Knowledge and skill related to program management methods for a decentralized organization, including policy interpretation, implementation, monitoring, and evaluation.
- 15. Administrative and management skills including resource allocation and monitoring, budget management, contracting procedures, and human resources policies and procedures, particularly with a geographically dispersed workforce.
- 16. Knowledge of DNR policies, regulations, handbooks, and manual codes.
- 17. Knowledge of relevant state statutes and administrative codes to proceed with necessary levels of enforcement.

SPECIAL REQUIREMENTS

- Incident Commander Type (ICT) 4 or Task Force Leader and experience in management of prescribed burning is required upon appointment. ICT 3 or Task Force Leader is the minimum target required for all areas in organized protection.

- Law Enforcement Credentials. Job holders have 18 months to complete the training associated with obtaining Law Enforcement Credentials.
- Ability to meet the requirements for traveling and operating a State vehicle, including the ability to obtain and maintain a valid Wisconsin driver's license.

PHYSICAL REQUIREMENTS & ENVIRONMENTAL FACTORS: Strength requirements for the position are on a continuum:

- **Sedentary work:** Exerting up to 10-20 pounds of force occasionally and/or a negligible amount of force for 25-50% of the time.
- **Medium to heavy work:** Exerting up to 100 pounds of force occasionally accounts for less than 25% of the time.

Physically, the position is required to meet and maintain the physical fitness test standards required for all Department protective employees. Position will have significant physical responsibilities related to fire suppression. Sitting and standing will be over 75% of the time. Approximately 25% to 50% will involve bending, kneeling, and reaching when assisting with field work and/or completing field visits.

Environmentally, the position will spend approximately 25%-50% of the time indoors. Outdoor work will occur with field visits and in performing field activities including fire suppression activities.

Equipment Used: General office equipment, hand tools, GPS/navigation equipment, power tools, radios/electronic equipment, and fire suppression equipment. The position is also required to travel frequently throughout the assigned area and therefore must have the ability to travel independently to locations throughout the district/state.

Assigned Vehicle: This position is assigned an Area Forestry Leader vehicle for fire and incident management team responsibilities.

Telework Evaluation: Based on an assessment of the goals and work activities, this position may be eligible for telework. Telework approval is based on individual circumstances and is subject to supervisor approval and DNR telework policies. Approval is subject to change without notice based on business needs.

PD Addendum of WI DNR Competencies

Service Excellence for Customers & Partners

- Make excellent customer/partner service a top priority and actively seek to improve it.
- Work to identify and understand the needs of others and strive to create the most value for them, focusing on their satisfaction.
- Responsive to changes in customer/partner goals, deliver on promises, follow-up appropriately thus service delivery is marked by fairness, integrity, high ethical standards and the utmost respect for others in order to generate trust as an outcome.
- Actively seeks to achieve results that best strike the balance with the Division's service role and regulatory authority with the customer/partner goals.

Effective & Fair Decision Making

- Analyze situations fully and accurately to reach productive, and where appropriate, uniform decisions. Consult appropriate parties/stakeholders as necessary and identify the key concerns and/or issues that need to be addressed in order to make the best decision possible.
- Discern the pertinent facts and develop clearly based objective criteria.
- Make timely, well-reasoned decisions by integrating information and perspectives appropriately.
- Evaluate the immediate and longer-term consequences of decisions.
- Use sound professional judgment in their analyses and decisions.

Effective Communication

- Express ideas in a clear, concise, and effective manner, both orally and in writing.
- Ability to present, facilitate and instruct as part of staff meetings and partner activities.
- Use correct grammar and sentence structure in communications.
- Strong listening skills, particularly when different viewpoints are expressed.
- Openly share information, transparent and keep all concerned parties informed.

Interpersonal Relationships & Partnership Building

- Build and effectively utilize relationships and influence networks to achieve goals.
- Share knowledge and build trust with colleagues, managers and external partners.
- Tactful when dealing with sensitive issues and personalities.
- Exercise social intelligence: have a high level of self-awareness, are aware of impact on others.
- Work through complex situations effectively, diplomatically and with sensitivity without losing credibility or trust.
- Recognize sensitive information and exercise discretion.
- Approach professional conflicts in a constructive manner. Refrain from personal attacks and excessive emotions.
- Demonstrate sound judgment under pressure and retain focus on desired business outcomes in difficult conditions.
- Proactive in addressing problems.
- Exemplify the commitment to the DNR's core value of respect- to work with people, to understand each other's views and to carry out the public will; maintain integrity and treat everyone with fairness, compassion, and dignity.

Demonstrates Leadership

- Establish vision, set direction and initiate strategy by analyzing forces and trends that impact the program. Anticipates future needs, challenges and identifies potential options and constraints; critically evaluates information to promote the most effective position.
- Identify the implications of decisions and actions on people, other parts of the organization, external partners and customers. Understand the abstract and think in terms of whole systems and complex interrelationships. Synthesize large, disparate bodies of information.
- Mobilize staff to face and tackle tough challenges. Facilitate staff through the change process by helping them to navigate loss and work through discomfort so that they can adapt to emerging conditions and see the potential within broader organizational strategies and priorities.
- Establish formal and informal relationships with others to provide feedback, information, support and resources to help them develop new or higher levels of skill and ability.
- Empower others to reach higher levels of performance through trust, delegation, participation and coaching.
- Provide direction, support and encouragement amongst their team colleagues and partners.
- Hold up high standards of excellence towards the accomplishment of desired outcomes and objectives.
- Inspire confidence and respect which is motivating for others, builds positivity; keep the team cohesive and partners confidently engaged.