
Auburn University Job Description

Job Title:	Mgr, Forest Management	Job Family:	No Family
Job Code:	GB08	Grade 35:	\$51,900 - \$86,400
FLSA status:	Exempt		

Job Summary

Manages the management of all lands associated with the School of Forestry and Wildlife Sciences and Auburn University.

Essential Functions

1. Manages, develops, and implements all aspects of forest management of all lands under Auburn University responsibility.
2. Manages processes of land management including but not limited to site preparation, planting, thinnings, and harvests, inventory, regeneration efforts, and forest health evaluations.
3. Develops and manages the Geographic Information System (GIS) containing information on Auburn University lands to facilitate responsible management of forest products and assist in teaching and research endeavors.
4. Researches and develops additional means of revenue-generation on University properties, providing professional recommendations to meet the objectives of each property.
5. Manages and oversees the maintenance and repairs on University properties to keep facilities in proper working conditions. Maintains a preventive maintenance program for equipment and facilities.
6. Assists University faculty with selection for both short term and long term research, teaching, or outreach projects, and management or maintenance of desired forest conditions for studies.
7. May provide assistance to instructors for classes taught at the School of Forestry and Wildlife Sciences.
8. Negotiates terms and conditions of agreements and contracts for forest harvesting, forest management, and leasing of forest lands.
9. Collects data for record keeping, research, and recreational use. Provides reports and recommendations to improve the land management of university properties.
10. Oversees budget execution and planning, providing detail records and recommendations for department and university.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Forestry, Natural Resources Management, or Wildlife Management
Experience (yrs.)	5	Experience in all aspects of forest management and development of forestry management plan. Experience in management and directing of contractors, and implementing forestry practices. Ability to establish and maintain effective working relationships with agency officials, faculty, students, and employees.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of all aspects of forest management, GIS and state bid contracting practices. Ability to operate forestry equipment. Ability to establish and maintain effective working relationships with faculty and fellow employees, contractors, and students. Knowledge of wildlife management, forest ecology, prescribed burning, infrastructure maintenance, and forest health evaluations. Knowledge of bid sales and contracts, including costs and sales prices of land contracts.

Certification or Licensure Requirements

Valid Driver's License

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires sitting, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/9/2017
