



## JOB INFORMATION

|                         |                          |
|-------------------------|--------------------------|
| Job Code                | GB06                     |
| Job Description Title   | Coord, Forest Management |
| Pay Grade               | FO07                     |
| Range Minimum           | \$44,460                 |
| 33rd %                  | \$53,360                 |
| Range Midpoint          | \$57,800                 |
| 67th %                  | \$62,250                 |
| Range Maximum           | \$71,140                 |
| Exemption Status        | Exempt                   |
| Approved Date:          | 1/1/1900 12:00:00 AM     |
| Legacy Date Last Edited | 1/9/2017                 |

## JOB FAMILY AND FUNCTION

|               |                                 |
|---------------|---------------------------------|
| Job Family:   | Financial & Business Operations |
| Job Function: | Business Administration         |

## JOB SUMMARY

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

## RESPONSIBILITIES

- Coordinates and assists in all aspects of forest management of all lands under Auburn University responsibility.
- Coordinates processes of land management including but not limited to site preparation, planting, thinnings, and harvests, inventory, regeneration efforts, and forest health evaluations.
- Coordinates the development and management of a Geographic Information System (GIS) containing information on Auburn University lands to facilitate responsible management of forest products and assist in teaching and research endeavors.
- Researches and develops additional means of revenue-generation on University properties.
- Coordinates maintenance and repairs on University properties to keep facilities in proper working conditions.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

|                            |                                                                           |
|----------------------------|---------------------------------------------------------------------------|
| Supervisory Responsibility | May supervise employees but supervision is not the main focus of the job. |
|----------------------------|---------------------------------------------------------------------------|

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level   | Focus of Education                                                       |  | Years of Experience | Focus of Experience |  |
|-------------------|--------------------------------------------------------------------------|--|---------------------|---------------------|--|
| Bachelor's Degree | Degree in Forestry, Natural Resources Management, or Wildlife Management |  |                     |                     |  |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of forest management, state bid contract practices, GIS and various forestry equipment operations.

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications                        | Licenses/Certification Details | Time Frame | Required/Desired |  |
|------------------------------------------------|--------------------------------|------------|------------------|--|
| DL NUMBER - Driver License, Valid and in State |                                | Upon Hire  | Required         |  |

## REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

## PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing                      |       |        |              | X          |            |        |
| Walking                       |       |        |              | X          |            |        |
| Sitting                       |       |        | X            |            |            |        |
| Lifting                       | X     |        |              |            |            |        |
| Climbing                      |       |        | X            |            |            |        |
| Stooping/ Kneeling/ Crouching |       |        | X            |            |            |        |
| Reaching                      |       |        |              | X          |            |        |
| Talking                       |       |        |              | X          |            |        |
| Hearing                       |       |        |              | X          |            |        |
| Repetitive Motions            |       |        |              | X          |            |        |
| Eye/Hand/Foot Coordination    |       |        |              | X          |            |        |

## WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme cold           |       |        |              | X          |            |
| Extreme heat           |       |        |              | X          |            |
| Humidity               |       |        |              | X          |            |
| Wet                    |       |        |              | X          |            |
| Noise                  |       |        |              | X          |            |
| Hazards                |       |        |              | X          |            |
| Temperature Change     |       |        |              | X          |            |
| Atmospheric Conditions |       |        |              | X          |            |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|-------------------|-------|--------|--------------|------------|------------|
| Vibration         |       |        |              | X          |            |

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