
Auburn University Job Description

Job Title: **Coord, Forest Management**

Job Family: No Family

Job Code: **GB06**

Grade 31: \$31,300 - \$52,100

FLSA status: Exempt

Job Summary

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

Essential Functions

1. Coordinates and assists in all aspects of forest management of all lands under Auburn University responsibility.
2. Coordinates processes of land management including but not limited to site preparation, planting, thinnings, and harvests, inventory, regeneration efforts, and forest health evaluations.
3. 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.
4. Researches and develops additional means of revenue-generation on University properties.
5. Coordinates maintenance and repairs on University properties to keep facilities in proper working conditions.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

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.) 0

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

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
