

OKLAHOMA DEPARTMENT OF AGRICULTURE, FOOD, AND FORESTRY RECRUITMENT NOTICE

~~~ PLEASE POST ~~~

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The Oklahoma State Department of Agriculture is accepting applications for the following position in the Forestry Services Division:

## FORESTER, L24D WORKING TITLE: WATER QUALITY FORESTER

NUMBER OF VACANCIES: One (1)

POSITION NUMBER: 04000170

ANNOUNCEMENT NUMBER: 13-24

**Level:** IV  
**Salary Band:** L  
**Monthly Salary Range:** \$2,919.34 - \$4,865.57 (salary commensurate with education & experience)  
**Work Location:** Negotiable  
**Supervisor of Position:** Kurt Atkinson, Agricultural Services Administrator  
**Posting Date and Time:** Wednesday, September 18, 2013 at 8:00 a.m.  
**Application Deadline:** Open continuously until position is filled

"Position Profile" attached

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**Applicant Source:** Applicants responding to this announcement must have permanent status in the classified service with the Department of Agriculture, Food, and Forestry or any Oklahoma State Agency, or be eligible for reinstatement to the classified service. Department may consider any and all recruitment sources under the Oklahoma Personnel Act. Additionally, ODAFF may request a Certificate of Eligibles from the Human Capital Management Division.

**Method of Application:** Current State of Oklahoma employees in the classified service or those having reinstatement rights to the classified service must submit the following application materials:

- ♥ A cover letter stating the title and announcement number of the position for which you are applying (including a mailing address and a daytime telephone number where you may be reached)
- ♥ A completed Office of Personnel Management Personal Data Summary Sheet (OPM-4B)
- ♥ A copy of their most recent Performance Management Process (PMP)
- ♥ Copy of college transcript
- ♥ A résumé (including three references)

**Application materials should be submitted to:** the Human Resources Office, Oklahoma Department of Agriculture, Food, and Forestry, P. O. Box 528804, Oklahoma City, OK 73152 or personally delivered to the agency located at 2800 N. Lincoln Boulevard, Oklahoma City, OK. Faxed or e-mailed application materials will not be accepted.

Applicants who have no previous classified State service, applicants in unclassified status or applicants currently in probationary status must apply online through the Human Capital Management Division OKCAREERS link at [www.opm.ok.gov](http://www.opm.ok.gov)

**For Further Information Concerning This Position Please Contact:** Kurt Atkinson at (405) 522-6147.

**Six (6) month trial period or one (1) year probationary period may be required.**

*The ODAFF does not accept transfers of permanent classified employees. Current State employees will be required to serve one-year probation as a reinstatement to the classified service.*

\*The job family descriptor (JFD) for this position is available at [www.opm.ok.gov](http://www.opm.ok.gov)

\*\*\*\*\* An Equal Opportunity Employer and Provider \*\*\*\*\*

# POSITION PROFILE FORESTER IV, L24D

Working title: Water Quality Forester

Job Code L24D

Salary: (Salary commensurate with education & Experience)

PIN 04000170

Work Location: Negotiable

## INTRODUCTION

Oklahoma Forestry Services' water quality forester develops and implements the agency's comprehensive program to assure that water quality is protected during the conduct of forestry activities on the land and to increase compliance with the forestry best management practices (BMPs) by forest industry, landowners and land managers. The water quality forester is a staff level position that reports to the Assistant Director in the State Office. The applicant must be a professional forester, with education and/or experience in forest hydrology, water quality management, timber harvesting, forestry BMPs and related activities. Desirable attributes include strong communications, planning and problem solving skills; ability to develop effective working relationships with a variety of people, to resolve complaints and to exercise independent thinking and judgment; and to consistently follow standard procedures and protocols.

## PROGRAM BACKGROUND

Forestry Services relies on a non-regulatory approach to forest water quality protection. The program uses education, technical assistance and cooperation with stakeholders to achieve water quality goals of the agency and the state as a whole.

## RESPONSIBILITIES

The water quality forester carries out the duties described below in cooperation with Forestry personnel, forest industry, state and federal agencies and private landowners.

*Program Development, Planning and Policy:* Provide overall leadership for, and coordinate development and implementation of, all aspects of the State's forest water quality management program. Engage in state-level planning efforts, including the State Water Quality Management Plan and Non-Point Source Management Plan, the non-point source working group, water quality assessments and watershed planning efforts that may involve a forestry component. Represent Oklahoma on the Southern Group of State Foresters Water Resources Committee and engage in multi-state, regional and national forest water quality issues and activities. Pursue opportunities for grant funding to support the program. Monitor and interpret state/federal legislation, rulemaking and court decisions with policy implications and communicate with affected parties. Collaborate closely with OSU water quality specialists as opportunities permit.

*Forestry Best Management Practices:* Develop, administer and revise the forestry BMPs in cooperation with key stakeholders. Develop and implement the BMP monitoring project to determine rates of BMP compliance. Associated activities include landowner and logger contacts, on-site inspections, data entry and reporting.

*Technical Assistance:* Provide technical expertise to landowners, agency foresters, contractors and the industry concerning forest water quality issues.

*Education and Training:* Coordinate workshops to raise the awareness of landowners, land managers, contractors and the forest industry about Oklahoma's BMPs. Develop and use exhibits and group presentations; prepare articles for newspapers and newsletters; and make personal contacts with major forestry companies statewide. Train Forestry Services firefighters to use BMPs on firelines installed during controlled burning or wildfire suppression activities, or on road maintenance projects. Develop and use demonstration areas to showcase proper water quality management practices. Conduct "logger tailgate sessions" to discuss forestry BMPs on harvest sites. Work with OSU and others to develop BMP web pages, guides, "fact sheets," videos and other materials related to forest water quality.

*Complaints:* Investigate forest water quality complaints from landowners, agencies or the public, and work with landowners, the industry or the contractor to resolve problems.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

Fieldwork is generally performed outdoors and occasionally in inclement weather. Employee must be able to travel to forested sites and traverse rough, uneven and steep terrain that may be covered with logging debris. Work may expose forester to dust, pollution, soil or pollen, severe weather, snakes, insects and logging equipment. Routine work is conducted in an office environment, and up to 20 percent of work time may be spent driving a state vehicle. Must be capable of routinely lifting and moving office supplies, files, books and light office furniture or equipment, and occasionally lifting and moving heavy objects.

## **EQUIPMENT OPERATION**

Work may include the use of communications and office equipment, computers, a digital camera, vehicles, GPS unit and forestry tools. Familiarity with Windows-based software, including Word, Excel, Power Point and Outlook is critical to job success.

## **TRAVEL**

The forester will travel frequently to forested sites in eastern Oklahoma, and occasionally to sites in the rest of the state. Attendance at in-state meetings and out-of-state conferences may involve an overnight stay. The time in travel status varies considerably. Possession of, or ability to obtain, a valid Oklahoma driver's license is a necessary job requirement.

## **SPECIAL REQUIREMENTS**

Because the forester will be advising logging contractors and the forest industry on BMP implementation on private lands, experience in wood procurement and contract administration, supervision of timber harvesting operations, BMP application, forest water quality research and policy development or similar fields is desirable.

RECEIVED  
FORESTRY SERVICES