



FORESTRY DIRECTOR

Oneida County, located in beautiful Rhineland, Wisconsin is accepting applications for a full-time Forestry Director with the Forestry, Land and Recreation Department.

JOB DUTIES: Direct the administration of all phases of forest management, recreation, forestry facilities and wildlife on Oneida County forest lands. Supervise department staff including hiring, disciplining and performing employee evaluations. Develop, update and manage the department's budget, plans and reports. Organize and attend Forestry, Land and Recreation Committee meetings and attend County Board meetings. Enforce Chapter 14 of the Oneida County General Code. Maintain third party certification for the Oneida County Forest. Position primarily works weekdays with occasional need for evening or weekend hours.

QUALIFICATIONS: Qualified applicants should have a Bachelor Degree from an SAF accredited college in Forest Management, Natural Resource Management, and/or a closely related field of study that includes classes in forest management, soils, hydrology, wildlife management, and statistics preferred, plus a minimum of five years work experience in a Wisconsin County Forest program or other public forestry/recreation program. Two years supervisory experience preferred. A combination of applicable education and experience will be considered. Must have or be able to obtain ATV/UTV and snowmobile safety certificates within the first six months of employment and a Pesticide Applicator's Certificate, Wildland Fire Fighting S130, S190 and L180 Certificates within the first year of employment.

SALARY: Annual salary starts at \$80,953 to \$94,831 based on previous education and experience plus a comprehensive benefit package including reasonable insurance premiums, PTO (Paid Time Off) that allows carryover of unused hours into future years and participation in the Wisconsin Retirement System.

EMPLOYMENT DATES: Position projected to start April 22, 2024 with some flexibility.

APPLICATION: Full job description and required Oneida County application are available at www.oneidacountywi.gov. Completed application along with cover letter, resume and college transcripts should be mailed to Oneida County LRES, PO Box 400, Rhineland, WI 54501 or emailed to jlueneburg@oneidacountywi.gov.

Deadline to apply is Friday, March 22, 2024 at 8:30 a.m.

Oneida County is an Equal Opportunity Employer

Oneida County Job Description

Job Title: Forestry Director
Class Title: Director
Department: Forestry
Reports To: Forestry, Land & Recreation Committee
FLSA Status: Exempt - Executive
Prepared By: Paul Fiene, Forestry Director
Prepared Date: January 2024
Approved By: Lisa Charbarneau, Human Resources Director
Approved Date: January 2024

SUMMARY:

This position, appointed by the Oneida County Board of Supervisors, provides overall direction and management of the Forestry, Land & Recreation Department including the personnel, facilities, finances and services. This individual is responsible for the sustainable forestry management of approximately 83,000 acres of county forest land under the statutory direction of the Wisconsin County Forest law §28.11 and Oneida County Code and Ordinances and directing the management of county recreational areas including, but not limited to: county parks, campground, motorized and non-motorized trail systems, boat landings, etc.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Administrative & Managerial

- Direct and oversee monthly Forestry, Land & Recreation Committee meetings. Present pertinent information to the Committee for consideration. Follow through on directives provided by the Committee.
- Represent the Forestry Department for presentations, reports and resolutions at County Board meetings and other public meetings for state legislators, special interest groups, local government, etc. Conduct tours of county land and facilities as directed.
- Oversee the preparation of and/or develop and update various documents, reports and plans as required, including, but not limited to: County Board Resolutions, County Ordinance Updates, Annual Work Plan, Annual Forestry Department Report, 5-year Outdoor Recreation Plan, 15-Year Comprehensive Land Use Management Plan, etc.
- Responsible for coordinating cooperative agreements and activities between town, state and federal agencies.
- Oversee the annual department budget. Work with the Forestry Office Coordinator and Finance Department as appropriate in financial and budgeting matters.
- Prepare and submit grant applications to obtain funding for maintenance, development and enhancement of departmental programs and facilities.
- Responsible for the purchase, sale, inventory and long-range replacement plan for the department's fleet of vehicles and heavy equipment. Oversee the maintenance and repair of the department maintenance facility.
- Provide oversight for any proposed mineral exploration and mining activities on County Forest land.

- Responsible for hiring, interviewing and training department employees.
- Prepare and provide department employee performance evaluations, performance improvement plans and reward and/or disciplinary action.
- Supervise and direct the activities/work of the Forestry Department. Coordinate with Human Resources Department as appropriate for staffing and performance matters. Communicate policy changes and other pertinent information to staff.
- Any other duties as assigned.

Forest Management

- Responsible for maintaining a Certified Forest Classification and continued certification compliance for the Oneida County Forest.
- Responsible for achieving allowable harvest goals based on sustainable forest management practices.
- Oversee and direct all aspects relating to the county's timber sale program, including timber sale establishment, harvesting, administration, contracts, inspections, reporting, etc.
- Plan and oversee timber stand improvement projects including tree plantation management, pre-commercial thinning, insect and disease sanitation projects, aesthetic buffers, etc.
- Ensure Wisconsin Forest Inventory and Reporting System (WisFIRS) is maintained and updated including forest reconnaissance.
- Oversee and direct the proper use and application of herbicides.
- Responsible for all aspects of county forest land sales and acquisitions within the county forest boundary blocks, including, but not limited to: appraisals, surveys, land withdrawal/entry into the county forest program.
- Coordinate enforcement of county forest ordinances including, but not limited to: issuance of citations, coordination with other law enforcement agencies for ordinance enforcement, gathering of evidence, documentation of vandalism and related expenses, prosecution activities, etc.
- Oversee and direct the operation and maintenance of 39 miles of County Forest roads including general maintenance and repair, public safety, coordination of funding with the Department of Transportation.

Recreation

- Oversee the maintenance and development of recreational trails and facilities including snowmobile trails, ATV/UTV trails, ski and snowshoe trails, bike trails, hiking trails, parks, boat landings and related infrastructure including, but not limited to: restrooms, shelters, parking facilities, bridges, boat landings etc.
- Create and maintain recreational maps including, but not limited to: ATV/UTV trails, snowmobile trails, silent sports trails, hunter/hiking trails, grouse management areas, park facilities, etc.
- Oversee and maintain special use areas located on County Forest including, but not limited to: Spruce Lake Waterfowl Management Area, Willow Dam and Spillway, Gillette-Wickham Recreational Area, etc.

Communications

- Assist the public via telephone, email, walk-in or written correspondence by providing information and/or referring them to the appropriate department or agency.
- Assist timber sale contractors with contract information, stumpage questions, invoice questions, etc.
- Ability to establish and maintain satisfactory working relationships with other departmental employees, clubs and organizations with contractual relations with the Forestry department, the general public and elected officials.
- Oversee public news releases and conduct media interviews as requested to keep the public informed of departmental programs and foster good public relations.

KNOWLEDGE, SKILLS AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to effectively supervise subordinate personnel and contracted work crews to achieve desired results. Ability to train personnel as needed.
- Demonstrated personal and professional integrity and ability to work well with others.
- Ability to work independently, possess and utilize strategic planning skills, exercise sound judgement and effectively utilize authority.
- Ability to organize and effectively determine work priorities.
- Ability to objectively and effectively supervise and manage complex situations.
- Ability to evaluate, problem-solve and make good independent decisions based on County policies and guidelines and applicable federal, state or local laws.
- Ability to research, compile, analyze and maintain accurate and complete records, and prepare concise, detailed reports.
- Excellent verbal and written communication skills, problem-solving and decision-making skills essential.
- Above average mathematical skills essential.
- Able to establish and maintain effective working relationships with various departments and groups including, but not limited to: logging contractors, recreational clubs, DNR staff and wardens, law enforcement, county departments and the general public.
- Knowledge of Multiple Use Concepts in Public Land Management.
- Proficient in Microsoft Office and GIS/GPS/ArcMap software and hardware.
- Knowledge of forest management techniques and silvicultural characteristics of forest stands and the ability to train department personnel.
- Knowledge to supervise the operation of a variety of forest management equipment including, but not limited to skidders, heavy trucks, forest spraying equipment and other site preparation equipment used on the forest.
- Knowledge of methods, practices and equipment used in recreation management and administration.

- Knowledge to supervise the operation of a variety of recreation management equipment including, but not limited to trucks, tractors, mowers and a variety of power hand tools and the ability to train department personnel.
- Proficient in the use of chain saws, snowmobile, ATV/UTV and four-wheel drive pickup trucks including the use of trailers to transport recreational vehicles.

EDUCATION and/or EXPERIENCE:

- High school degree or equivalent required.
- A Bachelor Degree from an SAF accredited college in Forest Management, Natural Resource Management, and/or a closely related field of study that includes classes in forest management, soils, hydrology, wildlife management, and statistics preferred, plus a minimum of five years work experience in a Wisconsin County Forest program or other public forestry/recreation program.
- A combination of education and experience that provides the necessary knowledge, skills and abilities to perform all essential job duties may be considered.
- Minimum of two years supervisory experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must have a valid Wisconsin Driver's license.
- Must have or obtain a WI DNR ATV/UTV and Snowmobile Safety Certificates (if applicable) within the first six months of employment.
- Must have or obtain a Public Pesticide Applicator's Certification and Wildland Fire Fighting S130, S190 and L180 Certificates within the first year of employment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit or stand for extended periods of time.
- Ability to move around and work in the woods which may include, but is not limited to: climbing, bending, twisting and walking long distances over uneven, rough terrain.
- Ability to work in extreme weather and in unpleasant conditions including heat, cold, insects, rough terrain, etc.
- Routinely lift 50 pounds or more.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.