

**Natural Resource Specialist 2 - Veneta  
(Stewardship Forester)  
\$2,990 - \$4,356 Monthly**

**GENERAL INFORMATION**

- There is one permanent, full time position with the Oregon Department of Forestry in Veneta.
- This recruitment will be used to establish a list of qualified candidates for the current vacancy.
- Specific questions regarding this position should be referred to Grant (Link) Smith, Protection Unit Forester in Veneta at 541-935-2283.

**TO QUALIFY**

Your PD100 application form will be reviewed to verify that you meet the qualifications in this section. To receive credit, your application must clearly show that you have:

- Two years of experience in Forestry or related natural resource field, **AND** a Bachelor's degree in Forestry or related natural resource field, or three additional years of related experience; **OR**
- One year of experience in Forestry or related natural resource field, and a Master's degree in Forestry or related natural resource field.

**NOTE:** Applicants must have the ability to obtain Class A Fire Warden status after hire.

**H.I.R.E.** system participants are encouraged to apply. You must follow the instructions in the TO APPLY section of this announcement.

**IF YOU QUALIFY, SEE TO APPLY** section of this announcement.

Open: July 17, 2008  
Close: August 7, 2008  
Class Number: C8502

Announcement Number: LEFR8055  
Internet: D715

**ODF IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER  
COMMITTED TO A DIVERSE WORK FORCE.**

## **DUTIES AND RESPONSIBILITIES**

The purpose of a Stewardship Forester is to administer the Forest Practices Act on private industrial and non-industrial forest land. Stewardship Foresters offer assistance to private forest landowners in terms of technical advice, incentive programs and education in forest land management, Forest Practices Act statutes and administrative rules. Major duties include:

### Forest Practices Act and Fire Law Administration

Prepares and presents informational and educational materials about the Forest Practices Act and associated rules to the logging industry, civic groups, schools, and other non-forestry organizations or groups. Conducts on-site inspections prior to and during active operations to prevent law violations. Reviews, analyzes and provides comments to written or alternate plans. Utilizes experts from other natural resource disciplines to assist in recommending practices that will minimize damage to the natural resources. Conducts reforestation surveys and post-harvest inspections to ensure compliance with the Forest Practices Act. Follows appropriate enforcement directives when damage occurs to correct and prevent further damage. Administers and enforces industrial fire prevention laws on private, state, and BLM lands.

### Forest Management Assistance

Promotes and assists woodland owners to apply intensive forest management practices on their lands through the administration of the Forest Resource Trust and other incentive programs. Determines the feasibility and need of landowner's projects, and assists landowner's to accomplish project work. Checks projects for compliance with practice specifications and certifies completion. Provides customer service to woodland owners by providing technical, financial, and educational assistance. Approves management plans, administers cost share programs and grant programs following the policies and guidelines established by the Private Forests Program and Federal agencies.

The Department's highest priority work is responding to forest fire emergencies. Therefore, this position may be utilized during those emergencies to provide assistance in a variety of ways. This assistance may be in direct support of the emergency effort in the field, providing back-up support for another position that is being used in direct aid to the emergency, or performing any other essential function in any area within the agency.

## **WORKING CONDITIONS**

Normal working conditions are carried out in steep, brushy terrain in all types of weather. Travel regularly involves driving on narrow, hazardous undeveloped roads during wet and muddy conditions. Occasionally involves exposure to heavy smoke and possible heat during fire control work and may include long hours and work on weekends or holidays.

## TO APPLY

To apply, you must submit:

1. A State of Oregon Employment application (form PD100); **AND**
2. A cover letter, no more than two pages, that describes your experience or training in:
  - a) technical forestry practices such as logging systems, forest road layout and location, riparian management, and silvicultural practices;
  - b) knowledge of forest laws, rules, and contracts including fish and wildlife habitat management and fire management practices; **and**
  - c) experience working with grant programs.

Only those applicants whose background most closely matches the needs and the requirements of this position will be contacted for an interview.

Copies of applications, supplements and job announcements can be obtained from:

1. the State of Oregon Job Page at: [www.oregonjobs.org](http://www.oregonjobs.org)
2. local Oregon Employment Department field offices, or
3. most state agency human resource offices, including the Department of Forestry, Human Resource Office, Building C, and 2600 State St., Salem OR 97310.

If you have a disability and need an alternative format in order to complete the employment process, you may call (503) 945-7290 or TTY (503) 945-7213 or (800) 437-4490 for the hearing impaired. Please be prepared to leave a message describing the alternate format needed.

**SEND** completed application materials to Department of Forestry, Human Resource Office, Building C, and 2600 State Street, Salem, OR 97310. You may **FAX**, if necessary, to (503) 945-7404. They must be received by midnight of the close date and must be complete and legible.

You may **E-MAIL** your application materials to us at [odfjobs@odf.state.or.us](mailto:odfjobs@odf.state.or.us). *By electronically submitting your application, you agree to the conditions stated in the certification and signature section of the application, which is enforceable as if you had signed.* You will receive automated confirmation of receipt only if you submit via e-mail.

**AFTER** your application materials have been reviewed, you will be sent a notice by mail advising: a) if your application was accepted or b) if your application was not accepted. If you don't agree with the results, you may request a review. Review requests must be submitted in writing and must be received within 10 days from the date of the notice. Additional information cannot be accepted. However, if your application was not accepted and if the recruitment is still open, you may submit a new application as long as it is received in our office by the close date.

**SUBMIT** only the required materials. Reference letters or work examples should be kept for interviews. In addition, any application materials previously submitted for other positions (transcripts, driving records, responses to test questions, etc.) will not be

matched to this application by the Oregon Department of Forestry. It is the applicant's responsibility to submit all required documents every time.

**KEEP** a copy of all application materials for job interviews. **COPIES ARE NOT PROVIDED.**

**PLEASE NOTE:** The Oregon Department of Forestry does not offer visa sponsorships. Within three days of hire, all applicants will be required to complete U.S. Department of Justice form I-9, confirming authorization to work in the United States.

The pay on all announcements may change without notice.

**CURRENT JOB OPENINGS** are available online at [www.odf.state.or.us](http://www.odf.state.or.us) or [www.oregonjobs.org](http://www.oregonjobs.org).