



**BCGEU JOB DESCRIPTION
MINISTRY OF FORESTS**



POSITION TITLE: Forest Technician	CURRENT CLASSIFICATION / GRID: STO 18	POSITION #: Various
BRANCH / REGION / DISTRICT: Timber Sales Office	DIVISION: BC Timber Sales	LOCATION: Various
NOC CODE:		
SUPERVISOR'S POSITION TITLE: Area Forester or Field Operations Supervisor	SUPERVISOR'S CLASSIFICATION / GRID: LSO 3 or STO 24	POSITION #: Various

PURPOSE OF UNIT:

The mission of BC Timber Sales (BCTS) is to develop and market Crown timber to establish the costs of development and the market price to capture the value of the asset for the public. The vision of the organization is to be an effective timber marketer generating wealth through sustainable resource management. BCTS is a program of the Ministry of Forests which operates similarly to a licensee and is responsible for the management of up to 20 percent of the provincial Annual Allowable Cut (AAC) or approximately 16 million cubic meters of timber. The program has twelve Timber Sales Offices (TSOs) and associated field teams across the province with over five hundred technical, administrative and professional staff that deliver the program outputs under the direction of the Timber Sales Manager.

PURPOSE OF POSITION:

The Forest Technician is part of a multi disciplinary field team of technicians and professionals and performs a wide variety of technical and operational duties to support the planning, engineering, layout, auction, harvest and reforestation activities over a large geographic area.

POSITION DUTIES AND TASKS:

The following groups of duties and tasks are common to all Field Teams and Business Areas within BCTS, however due to variations in geographic locations and management requirements across the province, the range of duties the area forester or field operations supervisor assigns the incumbent may vary. As such, the assigned work of any particular incumbent may focus in one or more different groups of duties over the course of time or between one or more Field Teams or Business Areas.

1. Provides operational/technical input into business area planning:
 - Estimates and compiles resource needs/cost requirements and conducts resource inventories/assessments and conducts field surveys and sampling on a wide variety of technical forestry activities including silviculture, timber harvesting, forest roads, valuation, and integrated resource management data for an assigned area; and,
 - prepares inventory information and field area management options using the information collected above for consideration for incorporation into forest development and forest stewardship plans.

2. Carries out technical activities required to develop sites for TSLs:

- Personally conducts, or coordinates service contractors that conduct, a wide variety of technical forestry activities, including, mapping, forest mensuration, location of harvesting areas, layout of access and legal boundaries, identification and assessment of environmental and cultural features and sites, identification of risks arising from proposed resource management activities and options for post harvest management etc.
- collects and prepares data for stumpage appraisal packages and Timber Sale Licence (TSL) documents; and,
- recommends contract clauses for inclusion in TSLs for the purposes of ensuring business area objectives, including those related to legal requirements under forest development and forest stewardship plans are achieved.

3. Carries out technical activities for TSL Operations:

- Monitors forestry contractor operations to confirm compliance with contractual obligations, including those related the Environmental Management System implemented by BCTS and initiates corrective action as required;
- Reports suspected legislative non-compliance to your supervisor and the appropriate enforcement authority
- Participates in pre-work conferences with TSL holders to review resource management information and answer questions on contractual obligations, monitoring scheduling and other support available during the harvesting period;
- Personally conducts or manages service contractors that conduct: site assessments after harvest (i.e., waste and residue assessment, site preparation or regeneration surveys), regeneration activities (planting, thinning, spacing or brushing), forest health assessments (disease, windthrow, pests) and makes recommendations consistent with sound resource management; and,
- Personally conducts and administers operational activities in accordance with appropriate legislation and regulations, the BCTS EMS as well as BCTS policy and local office standards operating procedures.

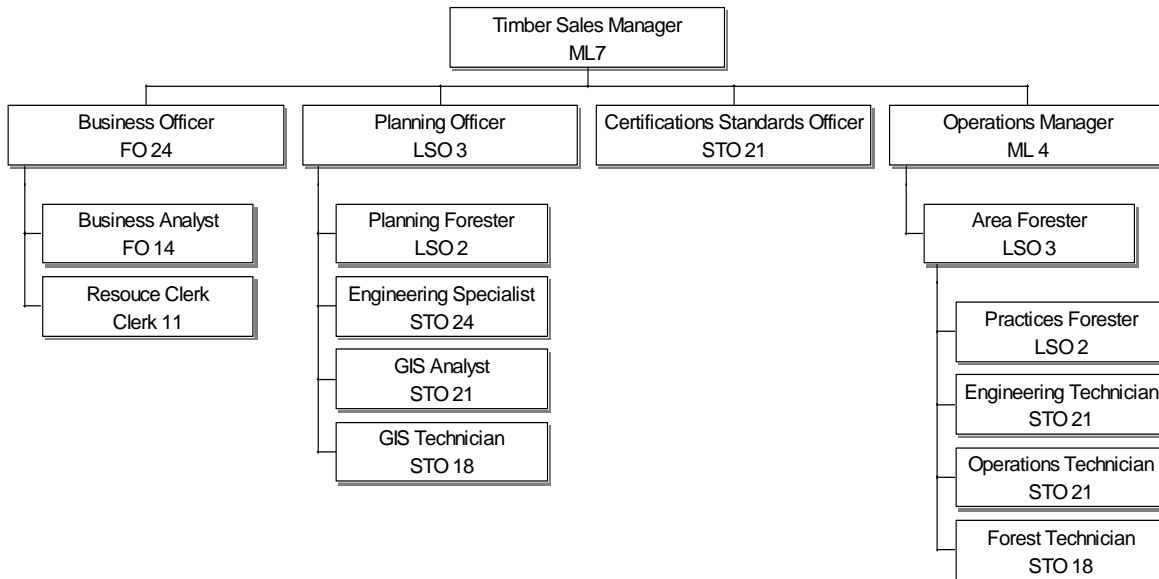
4. Performs other related duties:

- Maintains a positive liaison with a large variety of groups such as C&E, licensees, contractors, other members of the BCTS team, and the public
- Classifies forest cover types and environmentally-sensitive areas through photo interpretation;
- Validates, maintains and updates information systems such as GENUS ensuring data integrity and cross referencing with other information such as opening files and treatment records;
- Operates 4x4 vehicle, snowmobiles and all terrain vehicles to conduct field activities;
- Maintains resources such as air photos, working maps, spreadsheets and charts;
- Updates database and develops reports and analyses from GENUS;
- Maintains financial records, contract and project files, and monitors expenditures in accordance with ministry contract administrative policies and cost accounting requirements;
- Participates as directed in Operational Safety and Health Committee or various provincial level working groups;
- Coordinates project contracts, explains contract standards and requirements to project contractors, confirms and documents work quality and contract performance;
- Creates clear and concise rationales, reports and analyses to document work or support technical advice or recommendations; and,

- Presents technical findings to internal and external audiences
- Performs identified functions and tasks under an Environmental Management System and other forest woodland certification systems

ORGANIZATION CHART

A current, signed organization chart showing the reporting relationship between this position and supervisor, equivalents, subordinates and contracted resources is attached.





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JOB DESCRIPTION CERTIFICATION:

I have read this job description:

Incumbent's Signature	Name (print)	Date
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This job description is an accurate statement of the position's assigned duties, responsibilities, and reporting relationships, as indicated in the preceding organization chart, effective _____, 20____

Supervisor's Signature	Name (print)	Date
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Excluded Manager's Signature	Name (print)	Date
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I am accountable for and approve the salary costs that result from this position's classification:

Spending Authority's Signature	Name (print)	Date
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This Job Description is in the appropriate format and contains sufficient data for its evaluation in the Public Service Job Evaluation Plan:

Human Resources Officer's Signature	Name (print)	Date
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STAFFING CRITERIA

Education, experience and certification

- graduation from an approved technical institute with a diploma or a degree in resource or forestry management and two years of experience in operational field forestry activities (such as forest tenure field development, engineering, silviculture or harvest operations/C and E) or, an equivalent combination of education or experience such as, five or more years of experience in forestry activities;
- RFT Preferred. It is anticipated that the position will require the RFT designation November 30, 2008.
- preference may be given to those applicants who have experience in more than one field of forestry;
- preference may be given to applicants who can demonstrate experience and/or training in contract monitoring and administration; and,
- all positions require a valid B.C. Drivers License.

Technical Knowledge

- working (applied) knowledge of technical forestry management and field operations including forest tenure planning requirements, forest resource assessments and surveys, road design and layout, harvesting systems and methods, reforestation requirements to meet free to grow state and integrated resource management requirements;
- working knowledge of computer software, specifically: spreadsheets, word processing, data bases and email;
- basic knowledge of the structures and mandates of the Ministry of Forests and BCTS
- basic knowledge of provincial forest tenure and resource management legislation;
- basic knowledge of cost and benefit analyses;
- basic knowledge of contract administration; and,
- basic knowledge of financial management and control.

Technical Skills

- demonstrated ability to collect and analyze field data;
- demonstrated ability to observe, report and maintain accurate records;
- demonstrated ability to identify and assess a situation quickly and take appropriate and safe action;
- demonstrated ability to apply policies, procedures and legislation; and,
- demonstrated ability to use computer applications (such as spreadsheets, databases, electronic mail, and word processing) to enter and retrieve data and create and edit a variety of effective correspondence and reports.

Interpersonal Skills

- demonstrated ability to obtain and provide job-related information clearly, both orally and in writing;
- demonstrated ability to work respectfully, productively and cooperatively with co workers, clients and contractors; and,
- ability to develop and maintain relationships with coworkers and program customers and stakeholders, and;
- ability to deal with conflict.

Organizational Skills

- demonstrated ability to organize and manage assigned workload, advising supervisor of significant issues.

Behavioural competencies

- **Results Orientation-(Level 2)**-is a concern for surpassing a standard of excellence. The standard may be one's own past performance (striving for improvement); an objective measure (achievement orientation); challenging goals that one has set; or even improving or surpassing what has already been done (continuous improvement). Thus, a unique accomplishment also indicates a Results Orientation
- **Service Orientation-(Level 3)**-implies a desire to identify and serve customers/clients, who may include the public, co-workers, other branches/divisions, other ministries/agencies, other government organizations, and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.
- **Teamwork and Co-operation-(Level 2)**-is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.
- **Business Acumen-(Level 2)**-is the ability to understand the business implications of decisions and the ability to strive to improve organizational performance. It requires an awareness of business issues, processes and outcomes as they impact the client's and the organization's business needs.
- **Improving Operations-(Level 2)**-is the ability and motivation to apply one's knowledge and past experience for improving upon current modes of operation within the Ministry. This behaviour ranges from adapting widely used approaches to developing entirely new value-added solutions.
- **Planning, Organizing and Coordinating-(Level 2)**-involves proactively planning, establishing priorities and allocating resources. It is expressed by developing and implementing increasingly complex plans. It also involves monitoring and adjusting work to accomplish goals and deliver to the organization's mandate.
- **Problem Solving/Judgment-(Level 3)**-is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.
- **Building Partnerships with Stakeholders-(Level 2)**-is the ability to build long-term or on-going relationships with stakeholders (e.g. someone who shares an interest in what you are doing). This type of relationship is often quite deliberate and is typically focused on the way the relationship is conducted. Implicit in this competency is demonstrating a respect for and stating positive expectations of the stakeholder.
- **Flexibility-(Level 2)**-is the ability and willingness to adapt to and work effectively within a variety of diverse situations, and with diverse individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue, adapting one's approach as situations change and accepting changes within one's own job or organization.
- **Initiative-(Level 2)**-involves identifying a problem, obstacle or opportunity and taking appropriate action to address current or future problems or opportunities. As such, initiative can be seen in the context of proactively doing things and not simply thinking about future actions. Formal strategic planning is not included in this competency.
- **Partners with Stakeholders-(Level 2)**-is the desire to work co-operatively with all stakeholders to meet mutual goals. It involves awareness that a relationship based on trust is the foundation for success in delivering results.
- **Listening, Understanding and Responding-(Level 2)**-is the desire and ability to understand and respond effectively to other people from diverse backgrounds. It includes the ability to understand accurately and respond effectively to both spoken and unspoken or partly expressed thoughts, feelings and concerns of others. People who demonstrate high levels of this competency show a deep and complex understanding of others, including cross-cultural sensitivity.