



Job Title: Forestry Aid I/II/III
Job Code: TBD/TBD/
Department: Forestry
Reports To: Forester
FLSA Status: Nonexempt
File Name: Forestry Aid I, II, III
Prepared Date: 2/27/13, revised 4/9/15

SUMMARY

Under the supervision of the Forester and the Assistant Forester, the Forestry Aid is responsible for either:

- 1) Assisting or operating the Tahoe Donner Association Defensible Space Program.
- 2) Assisting with the forestry department's GIS program and mapping requirements.
- 3) Assisting with tree health assessments, tree removal permit program and forestry project planning and field preparation.
- 4) Performing the duties of Office Associate
- 5) Possessing a Class A Driver License and operating heavy equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Forestry Aid I

- Provides excellent customer service to customers, employees and property owners.
- Assists the Fire compliance Inspector with:
 - Complete property inspections checking items listed under TDA Forestry Department's Defensible Space Program.
 - Identifying vegetation on properties that need to be either trimmed or removed.
 - Assisting property owners achieving compliance with TDA Forestry department's Defensible space Program by maintaining data, preparing letters and other documents and conversing with property owners.

&/OR

- Assists the Forester or Assistant Forester with:
 - Tree permit program, reforestation program and forest project preparation.

&/OR

- Performs the duties of Office Associate.

Forestry Aid II:

- Acts as a Fire Compliance Inspector
- Complete property inspections checking items listed under TDA forestry department's defensible space program.
- Identifying vegetation on properties that need to be either trimmed or removed.
- Assisting property owners achieving compliance with TDA Forestry department's Defensible space Program by maintaining data, preparing letters and other documents and conversing with property owners.
- Assists the Forester and Assistant Forester with:
 - Tree permit program, reforestation program and forest project preparation.

Forestry Aid III

- Proficient with the ability to collect required data, store the data and preparing maps using ArcGIS.

OR

- Acts as a Fire Compliance Inspector
 - Complete property inspections checking items listed under TDA forestry department's defensible space program.
 - Identifying vegetation on properties that need to be either trimmed or removed.
 - Assisting property owners achieving compliance with TDA Forestry department's Defensible space Program by maintaining data, preparing letters and other documents and conversing with property owners.
 - Uses Microsoft Office to prepare letters, inputs inspection forms and letters in GoldMine and prepare forestry related covenants complaints.
 - Assists with miscellaneous forestry jobs as needed.
 - Assists the Architectural Standards Office as needed.

OR

- Acts as the office associate and heavy equipment operator.

QUALIFICATIONS

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.

EDUCATION and/or EXPERIENCE

Forester under Forestry Aid series

Forestry Aid I -High school diploma or general education degree (GED) and either a minimum of 15 semester units in natural resource management, forestry or fire science or 1 year (12 months) of related experience.

Forestry Aid II - AA or AS in natural resource management, forestry or fire science or 2 years (24 months) of related experience.

Forestry Aid III - four-year degree in forestry resources management or related field and 5 years (60 months) of forestry experience, or an A.S. in forestry resources management and 10 years (120 months) of forestry experience.

Office Assistant and Fire Compliance Inspector

Forestry Aid I -High school diploma or general education degree (GED)

Forestry Aid II and III – higher education and/or experience

CERTIFICATES, LICENSES, REGISTRATIONS

Requires possession of valid Class C Driver License with a driving record meeting the minimum standards required by the Association insurance carrier.

Current Cardiopulmonary Resuscitation (CPR) and First Aid certifications recommended.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and talk or hear. The employee frequently is required to stand and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, outside weather conditions, and vibration. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and risk of electrical shock. The noise level in the work environment is usually loud.