

I. IDENTIFYING INFORMATION

Class Title: 9696
Position Number: Forester VI
Department: Land and Natural Resources
Division: Forestry and Wildlife
Branch: Administration
Geographic Location: Oahu

II. INTRODUCTION

Function of this organizational unit:

The Protection Program includes all phases of fire prevention, pre-suppression, and suppression for all forest reserves, game management areas, natural area reserves, surrendered lands, threatened and endangered species and unique ecosystems within the Division's jurisdiction. This Program also provides detection and technical assistance for the suppression of harmful insects, pathogens, diseases and invasive plants and animals. Provides technical and financial resources for the construction and maintenance of fire related facilities; emergency response vehicles and equipment inspection; staff training for the Incident Command System; firefighting and radio "call sign" and use protocols. Act as the Emergency and Safety Officer for the Division by providing staff training in CPR and First Aid, develops and updates emergency action plans and corresponds and collaborates with state-wide emergency response agencies on behalf of the Division.

Purpose of the position:

The position is on the staff of the State Administrator of the Division of Forestry and Wildlife in the Administrative offices in Honolulu, Hawaii. Serves as Program Manager for the Protection Program that is responsible for the implementation of protection protocols for forests and other areas under the management of the Division of Forestry and Wildlife ("Division").

III. MAJOR DUTIES AND RESPONSIBILITIES

A. Fire Protection

60%

Develop programs and policies for the intensification of protection on all Division lands. Prepare forest fire plans and management handbooks covering prevention, pre-suppression, suppression, fuel reduction plans, and collect and analyze fire related data. Develop curricula for tactical and support personnel; develop mutual aid agreements between Federal, State, County and other organizations that have fire suppression and emergency response duties. Coordinate State wildland fire programs such as the Rural Community Fire Protection (RCFP); the Rural Fire Protection

and Control (RFPC); Federal Express Personal Property (FEPP); Wildland Urban Interface (WUI) and other applicable Federal and State programs. Participate in wildland fire and emergency response seminars, training courses and conferences. [1], [2], [3]

B. Insect, Disease and Noxious Plant Control 15%

Develop and implement prevention and detection measures related to forest health; establish reporting procedures for the Division Districts; prepare Control Plans for harmful insects, diseases and noxious plants; recommend research needed Division-wide for management purposes; train personnel for threat detection and control duties; cooperate with other government agencies and private organizations for insect, disease and noxious plant control. [2], [3]

C. Emergency Response Coordination and Safety 10%

Act as liaison to the Administrator during emergencies such as hurricanes, tsunamis, tropical storms, floods or other natural disasters. Facilitate the use of the Incident Command System for the coordination and efficient communication within and outside of the Division. Develop evacuation plans for the Division and its District offices. Act as the Emergency and Safety Officer for the Division by providing staff training in CPR and First Aid, develop and update emergency action plans, and coordinate state-wide communication needed during emergency situations. [1], [2], [3]

D. Threatened and Endangered Plant Protection 10%

Act as liaison to the Administrator during emergencies such as hurricanes, tsunamis, tropical storms, floods or other natural disasters. Facilitate the use of the Incident Command System for the coordination and efficient communication within and outside of the Division. Develop evacuation plans for the Division and its District offices. Act as the Emergency and Safety Officer for the Division by providing staff training in CPR and First Aid, develop and update emergency action plans, and coordinate state-wide communication needed during emergency situations. [1], [2], [3]

E. Other Duties 5%

Make field inspections on the above subject matter for quality control and compliance with set standards and policies. Write and manage grant programs for ongoing funding for the above needed programs. Perform other duties as directed. [2], [3]

Reason:

- [1] The performance of this function is the reason that this job exists.
- [2] There are limited employees among whom the performance of this function can be distributed.
- [3] This function is highly specialized. Employees are hired for their skill/ability to perform this function.

Evidence Used in Determining Essential Functions:

The following evidence was considered in determining the essential functions of the position: the consequence of not requiring a person in this job to perform a function; the work experience of people who have performed a job in the past and work experience of people who currently perform similar jobs; and the nature of the work operations based on organization structure.

Supervises Position(s) No.	Title
24945	Forester V
118677	Forester IV

IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor: 2882 Forestry & Wildlife Administrator

B. Nature of Supervisory Control Exercised Over the Work.

Nature of instruction is general; specifics and details are left to the discretion of the incumbent. Work is inspected for alignment with agency policy, soundness of conclusions, and accomplishment of objectives.

C. Nature of Available Guidelines Controlling the Work.

1. Policy and Procedural Guides Available:

State and Departmental policies; Division and Branch Directives; USDA Forest Service Wildland Forest Fire Fighting and Incident Command System Standards

2. Use of Guidelines:

Procedural guides cover all aspects of the work. The employee is expected to know and apply all applicable policies and/or directives in a given situation. All work is inspected for alignment with agency policy, soundness of conclusions, and accomplishment of objectives.

V. REQUIRED LICENSES, CERTIFICATES, ETC.

Valid Class 3 Drivers License; Incumbent must meet all Federal and State regulations pertaining to the carrying, use and possession of firearms and ammunitions.

VI. RECOMMENDED QUALIFICATIONS

- A. **Knowledge:** Must possess basic knowledge and an understanding of forest management objectives; fire planning and behavior; current technical and practical developments including literature in the fields of forest fire prevention, pre-suppression or suppression; fire behavior; fire planning; forest health; noxious plant control; and/or emergency response.
- B. **Skills/Abilities:** Must be able to carry out oral and written instructions in the English language, write concise notes on field observations, write neat, produce comprehensive daily reports, and perform simple arithmetic calculations. Must be able to use a computer and calculator and have basic computer software skills in word processing and spreadsheets. Must be able to read and interpret basic maps. Must legally be able to possess and use firearms or be willing and capable of obtaining legal authority to possess and use a firearm through training. Ability to comprehend complex verbal and written instructions.
- C. **Education:** Possess a four (4) year bachelor's degree from an accredited college or university with a major in forestry, emergency response & management or closely related field.
- D. **Experience:** Three (3) years of specialized experience in forestry is required, however, an advanced academic degree in a closely related field may be substituted for 1 year of specialized experience.

VII. TOOLS, EQUIPMENT & MACHINES

Computer, calculating machines, copying machines, global positioning system (GPS), altimeter, digital cameras, stereoscope, planimeter, compass, level, chain saw, post hole digger, weed eater, hand tools, fork-lift, small engines, off-road vehicles, firearms.