



Job Title: Forestry Aid I
Job Code: 235
Department: Forestry
Reports To: Forester
FLSA Status: Nonexempt
Class Code: TBD
Salary Level: Hourly 12
File Name: Forestry Aid I
Prepared Date: 2/27/13, revised 4/9/15, 3/11/21, 7/15/2021

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.

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.

Office Assistant and Fire Compliance Inspector

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

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.