

**JOB DESCRIPTION
PARKS SUPERVISOR I
RUSK COUNTY LAND AND FORESTRY DEPARTMENT**

Nature of Work

Performs various County parks and Recreation, Forestry Field and Office Tasks and does related work as required. This position will require weekend and holiday work activities in the parks program.

This employee will be responsible for a number of varied management and administrative duties relating to Parks, to Land and Forestry work and is expected to exercise good judgment in the application of prescribed procedures and regulations to routine matters.

Examples of Duties:

1. Responsible in assistance of the supervision of the County Parks & Recreation program
Assist in the Direct Supervision of the following:
 - Forestry Technician
 - Seasonal Employees
 - Wisconsin Conservation Corp. Activities
 - CE-Wep and Workfare Activities
 - Any other part-time help
2. Assist in the administration of the Snowmobile Maintenance Program.
 - Inspection of snow-trails
 - Billings from local snow-clubs
 - Application and reimbursement for state program funding
3. Assist in the timber sale program.
 - Timber sale establishment
 - Forest cultural project establishment
 - Timber Sale Administration
4. Assist in the development of annual budgets and work plans.

JOB SPECIFICATIONS:

1. Education/Training:
 - REQUIRED - Bachelor's Degree in Forestry from an accredited college or university that is affiliated with the Society of American Foresters.

PHYSICAL DEMANDS:

1. Approximately 75% of the shift is spent standing or walking with around 15% is spent sitting, climbing, reaching and feeling with 10% and less climbing using legs or arms for support (trees, ladders, etc.) and bending or twisting to reach objects or move materials.
2. Approximately 50% of the shift is spent using near vision and 25% is spent using far vision and talking.
3. Approximately 75% of the shift is spent carrying objects weighing 10 pounds or less and 25% is spent doing low lifting (10 pounds or less) and manipulating objects such as basic tools and machinery.
4. Very heavy (100 lbs or more) lifting must be done on occasion.

EQUIPMENT:

1. In order to perform the essential functions of this job the following equipment is normally used.
 - A. Basic office equipment; typewriter, calculator, copy machine, computer terminal and printer equipment.
 - B. Technical equipment; camera, measuring devices, compass, scale sticks and other forestry tools.
 - C. Tools; hammers, wrenches, screwdrivers and the like, power tools, chainsaws, shovel and brooms.
 - D. Transportation vehicles; automobile, truck and boat.
 - E. Maintenance equipment; mower and snow plow.
 - F. Medical equipment; first aid equipment
 - G. Personal Protective Equipment; steel tip boots, hearing and eye protection and hard hats.
 - H. Farm equipment; tractors.
 - I. Required knowledge of any other equipment and software needed to perform essential duties.

WORKING CONDITIONS:

1. Approximately 75% of shift is spent working outside and as such is subject at times to extreme temperatures, wet or humid conditions and prolonged exposure to radiation from the sun.
2. Approximately 25% of the shift is spent exposed to possible hazards from working around fast moving vehicles and about 10% working with mechanical equipment.

Supervision and Guidance Received:

This employee is under the immediate supervision of the County Forest Administrator with final responsibility to the Land and Forestry Committee. Employee's work schedule will be determined in consultation with immediate supervisors to accommodate varying workload demands.

QUALIFICATIONS

Bachelor's Degree in Forestry from an accredited college or university that is affiliated with the Society of American Foresters.