

# Treeline Inc.

## Job Description

**Job Title:** Forester

**Reports To:** President

**Safety Sensitive:** Yes

**Prepared Date:** April 9, 2020

**FLSA Status:** Non-Exempt

**Position Summary:** Treeline's Forester procures, manages and develops forestland for timber production and other uses. Duties include mapping forest areas, estimating standing timber and future growth, planning and facilitating Forest operations.

### **Essential Duties and Responsibilities:**

- Contributes to developing and maintaining a safe working environment.
- Maintains personal safety and watches out for the safety of others.
- Accept and appreciate fellow team member's safety concerns and suggestions.
- Complies with all OSHA safety guidelines.
- Communicates with team members and customers in a positive and collaborative manner.
- Communicate both effectively and tactfully with a wide variety of individuals in person, on the telephone and with all other communication forms.
- Consistently maintains a positive and problem-solving attitude.
- Understands and adheres to Treeline's employment handbook.
- Develop and execute Forest management plans.
- Develop NRCS forest practices contracts and oversee their completion.
- Maintain Treegrowth plans and Treegrowth compliance on our own lands as required by law.
- Write Tree Growth plans for clients.
- Invoice and insure payment for services.
- Negotiate terms and conditions of agreements and contracts for forest harvesting, forest management, leasing of forest lands and other related activities.
- Monitor contract compliance to assure adherence to regulations.
- Work closely with, and support, Treeline's Operation Manager regarding Treeline's Forest Operations.
- Supervise activities of other forestry workers.
- Determine methods of cutting and removing timber with minimum waste and environmental damage.
- Procure timber from private landowners.
- Procure various forest products as needed.
- Assist in road planning, design and layout.
- Plan cutting programs and manage timber sales from harvested areas, assisting Treeline's Operation's Team to achieve production goals.
- Clear and post boundaries for timber sales, buffer areas and road right-of-ways.
- Oversee stumpage purchases and contracted harvesting operations.
- Adhere to all applicable laws and regulations.
- Provide proper documentation as needed.

**Education Requirements:**

- Associates degree or better in Forestry or a related field

**Experience/Skills:**

- Knowledge of theories, practices, procedures, and regulations of forest management.
- Knowledge of logging systems.
- Mapping
- GPS systems
- Knowledge of use and maintenance of forestry equipment
- Self-discipline to work effectively in an ethical and professional manner without direct supervision.

**Certificates, Licenses, Registrations:**

- Current Valid Driver's License

**Physical Demands:**

- While performing the duties of this job, the employee is frequently required to stand, walk, talk or hear.
- The employee is occasionally required to use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must frequently 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 the ability to adjust focus.

**Work Environment:**

- While performing the duties of this job, the employee regularly works in outdoor weather conditions, thereby exposed to inclement weather.
- The employee occasionally works near moving mechanical parts.

**Employee Acknowledgement:**

I have received a copy of this job description, have read and understand it and will complete all assigned duties and responsibilities. I recognize that the company reserves the right to modify this job description and that I will be informed of any and all modifications prior to their effective date.

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**Employee Signature**

**Date**

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**Supervisor Signature**

**Date**

## **Treeline, Inc.**

### **Job Safety Analysis (JSA)**

**Job Title:** Forester

**Reports To:** President

**Prepared Date:** May 18, 2017

**Location:** Jobsites throughout Maine

#### **Required and/or recommended personal protective equipment when applicable:**

- |                   |                     |               |
|-------------------|---------------------|---------------|
| -Work Gloves      | -Hard Hat           | -Ice Tracks   |
| -Steel Toed Boots | -Hi-vis Vest/ Shirt | -Rain Gear    |
| -Safety Glasses   | -Hearing Protection | -Thermal Gear |

#### **Basic Job Steps:**

1. Plan, layout, and execute forestry operations
2. Market forest products
3. Map forest areas
4. Estimate timber and future growth of forestry operations
5. Clear and post boundaries for timber sales, buffer areas, and road right-of-ways

#### **Potential Hazards:**

1. Traveling roads:
  - a) Slippery roads, mud, visibility
2. Equipment failures
3. Slips, trips, and falls
4. Traffic collisions
5. Hunters on jobsite
6. Jobsite operations
7. Acts of God
  - a) Lightning, hail, falling trees, sink holes, and any other unforeseeable events
8. Potential of getting lost
  - a) Unfamiliar territory, equipment failure
9. Wildlife Interaction
  - a) Moose, bear, bobcat, coyote, fox, partridge
10. Weather conditions affecting health
  - a) Hypothermia, sunburn, heat exhaustion and stroke, frostbite, wind burn, dehydration
11. Exhaustion
  - a) Traveling too far, dehydration, malnourishment, muscle fatigue

12. Sticks, bushes, etc.
  - a) Getting scratched
  - a) getting something in eye

13. Ticks

**Recommended action or procedure:**

1. Traveling roads
  - a) Driving cautiously
  - b) If road conditions because of snow, sleet, ice, slush, mud, are not safe, not traveling on them.
  - c) Adhere to speed limit policies.
  - d) Making sure vehicle has good windshield wipers, windshield is not frosty or foggy, etc.
2. Equipment failure
  - a) Routine maintenance
  - b) Lockout/ tagout
  - c) Proper guards are on saw equipment
3. Slips, trips, and falls
  - a) Being aware of surroundings
  - b) Working cautiously
  - c) Not wearing that is too baggy
  - d) Mitigation for muscle fatigue
4. Traffic collisions
  - a) Proper CB communication
5. Hunters on jobsite
  - a) Proper visibility clothing
6. Jobsite operations
  - a) Proper PPE
  - b) Communication
  - c) Proper separation of operations
7. Acts of God
  - a) Getting to protection as soon as possible
  - b) Being cautious and aware of surrounding
8. Potential of getting lost
  - a) Using compass and GPS and map
  - B) Buddy system
9. Wildlife interaction
  - a) Remain calm and giving wildlife space
  - b) Do not go into bear's dens

10. Weather conditions affecting health

- a) Proper clothing
- b) Sunscreen
- c) Staying hydrated and nourished
- d) Planning in advance for the conditions that could present themselves
- e) Have a first aid kit

11. Exhaustion

- a) Staying hydrated
- b) Knowing when to rest
- c) Proper nourishment
- d) Stretching

12. Sticks, bushes, etc.

- a) Wearing safety glasses

13. Ticks

- a) Checking daily for ticks
- b) Use tick repellent

**Comments/Additions/Has a new hazard come up?**

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**Employee Signature**

**Date**

**Supervisor Signature**

**Date**