



HUMAN RESOURCES DEPARTMENT

City of Burlington

200 Church Street, Suite 102, Burlington, VT 05401

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WOOD PROCUREMENT FORESTER BURLINGTON ELECTRIC DEPARTMENT

POSTING DATE: November 30, 2015

RANGE OF PAY: \$26,695 – \$43,762/year

EXEMPT/NON-EXEMPT: Exempt

DEADLINE TO APPLY: December 14, 2015

POSITION STATUS: Regular Part Time (24 Hours/week)

CLASSIFICATION GRADE: NS3

UNION: Non-Union

General Purpose: Monitors wood fuel harvesting activities for regulatory and contractual compliance.

Essential Job Functions:

- Monitors wood harvesting activities for compliance with State regulations and BED's harvesting policy.
- Assists in the surveying and evaluation of forest-sites to determine harvestable wood volumes, suitability for whole tree chip harvesting, development of timber harvest plans and silvicultural prescriptions, and notification of State agencies as necessary.
- Participates in the location and development of sources of wood fuel under the direction of the Chief Forester.
- Performs data processing activities pertaining to payment for delivered wood fuel, wood delivery and transfer volumes, wood inventory, and contractor performance.
- Negotiates short-term wood procurement agreements under the direction of the Chief Forester.
- Advises harvesters and private landowners on forest management activities.
- Locates and develops sources of wood fuel under the direction of the Chief Forester.
- Performs job responsibilities independently, reporting periodically to the Chief Forester.

Non-Essential Job Functions:

- Conducts natural resource-related public relations activities as necessary.
- Perform other duties as required.

Qualifications/Basic Job Requirements:

- Must possess a Bachelor of Science degree in Forestry or Natural Resources Management, preferably accredited by the Society of American Foresters. Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- Four years of experience in either or a combination of biomass harvesting, wood procurement or private forest management
- Must possess, or have the ability to obtain within six months, a New Hampshire Professional Forester License.
- A valid driver's license is required.
- Familiarity with practices used in forest harvesting with proven skills in the use of equipment and procedures commonly applied in forestry planning, northeastern forest management and wood procurement is required.
- Excellent written and verbal communication skills and experience with computer applications including word processing, spreadsheets and GIS/GPS is required.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- The ability to hike long distances in rough terrain and in inclement weather, and find one's way in the woods is essential.

To Apply: Submit cover letter, resume and a City of Burlington Application to: Human Resources Department, 200 Church Street, Suite 102, Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR. The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.