

Title: [Forester Assistant \(3 Year Term\)](#)

Description:

Requisition Id: 3694

Salary: \$40,464.00 – \$49,464.00

Salary Grade: S6

Job Location: Northeast Regional Office (KIRKS1)

Closing Date: March 7, 2025

Our Culture: The Missouri Department of Conservation supports a culture of trusted professionals that is dedicated to our mission, responsible stewards, and believe in One MDC.

To learn more about the job, feel free to contact the hiring supervisor– Brice D Kelso at Brice.Kelso@mdc.mo.gov or at 660-785-2424 Ext. 6515. We'd love to hear from you!

Summary/Objective

Assist regional forestry personnel with state and private land management and related programs while gaining valuable experience in the field of Forestry.

Essential Job Duties

- Attend professional development training to learn public and private forest management.
- Collect, analyze and interpret forest inventory data, prepare and monitor timber sales, create property and stand maps, implement prescribed fires, and respond to requests for fire suppression assistance.
- Under the direction of a forester provide private forest landowner assistance as requested in a timely

manner. Write forest management plans for landowners and assist in the implementation of management activities as appropriate.

- Under the direction of a forester assist communities with management of their community forest through site visits, plan development, and cost share assistance.
- Diagnose insect and disease problems on trees and provide control recommendations to municipalities, commercial enterprises, homeowners, and the general public.
- Prepare and present programs to the general public through a variety of media.
- Work with others to maintain Conservation Areas Carry out a variety of administrative duties including accomplishment reporting.

Ancillary Job Duties

- Other duties, as assigned.
- Participate in internal and external regional planning committees and councils.
- Participate in special events and programs, as needed.

Education and Experience

- Bachelor's Degree in Forestry or Forestry Management or closely related field.
- This is a training position; selected candidate will be expected to be promoted or relocated at the discretion of

the Resource Management Branch to meet goals and needs of the Branch.

- Must maintain a valid, current driver's license.

Knowledge, Skills and Abilities

- Ability to observe and classify trees, common plants and insects and diseases.
- Ability to read and interpret topographic and soil survey maps and aerial photos.
- Ability to read and write land descriptions using latitudes and longitudes, GPS data, and standard legal descriptions (Township, Range, Section), and to locate specific points, areas and features on topographic maps and on the ground.
- Ability to complete a forest inventory and analysis and utilize this information to make forest management recommendations with appropriate technical specifications, and plan and implement standard forest management practices.
- Ability to express oneself clearly and concisely, both verbally and in writing.
- Excellent attention to detail.
- Ability to travel extensively throughout the state during the work week with frequent overnight stays.
- Ability to maintain effective working relationships with diverse audiences including Natural Resources Conservation Service, Farm Services Agency, Extension

Agents, private landowners, FFA instructors, community leaders, teachers, saw millers and loggers.

Work Environment

- Frequently work in outdoor weather.
- May be exposed to loud noises which may require the use of hearing protection.

Physical Abilities

- Move about grounds, both inside and outside of buildings.
- Ability to walk in rough and steep terrain.
- Constantly operate a computer and other office productivity machinery.
- Frequently communicate and exchange accurate information.
- Clarity of vision at 20 inches or less and 20 feet or more, and three-dimensional vision
- Regularly lift up to 5 pounds, correctly lift up to 50 pounds.
- Concentrated attention is required at all times.
- Regular attendance is a necessary and essential function.

Disclaimer

This job description is not intended to be all-inclusive; an employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required. The Missouri Department of Conservation reserves the right to revise or change job duties as the need arises. This job description does not constitute a

written or implied contract of employment. Management reserves the right to change job descriptions, job duties, functions, and requirements.

Exemption Status/Special Notes

This position has been determined to be **Nonexempt** according to the Fair Labor Standards Act. Employees must agree to accept compensatory time in lieu of cash payments in accordance with the Department's Compensatory Time Off and Overtime Policy.

Salaried and hourly employees are expected to use a mobile device-cellular phone for Department business, as needed.

MDC promotes a Tobacco-Free (smoke and smokeless) working environment.

The Department of Conservation will only hire United States citizens and aliens authorized to work in the United States. All new employees will be required to complete an "Employment Eligibility Verification" (Form I-9) and produce requested documentation after employment.

Candidates seeking initial employment or re-employment must submit to a drug screen following offer of employment.

All persons employed with the state of Missouri shall file all state income tax forms and pay all state income taxes owed.