



Over 80 Years of Conservation Services

Muskingum Soil and Water Conservation District
225 Underwood Street, Suite 100
Zanesville, Ohio 43701
Phone 740-454-2027 www.muskingumswcd.org

An Equal Opportunity Employer

Vacancy Announcement Forestry and Wildlife Specialist Posted November 18, 2024

Position: This position, Forestry and Wildlife Specialist, with the Muskingum Soil and Water Conservation District (MSWCD) is full-time (40 hours per week). It is subject to a 90-day probationary period. This position is employed by the MSWCD Board of Supervisors and is under the daily supervision of the District Administrator. A complete position description can be obtained at the MSWCD office or requested via email to lisa.crock@muskingumswcd.org.

Essential Functions: The Forestry/Wildlife Specialist is predominantly a field position that requires a high degree of energy and mobility for field activities. The employee will be required to walk woodlands and write and inspect basic forest management plans that meet the CAUV (Current Agricultural Use Valuation) requirements of the Muskingum County Auditor. The position also requires duties inside the office, including computer operations (Microsoft Office and Arc GIS), staff meetings, SWCD-wide events, and all other duties as assigned.

Requirements: Employee must be able to operate motor vehicles, possess a valid Ohio drivers license, and be insurable to operation government owned vehicles. Candidate must be able to successfully pass a criminal background check, physical, and a drug screening. Employee must be physically capable of performing field work. Employee will be required to attend occasional evening and/or weekend meetings, events, or trainings.

Qualifications: A minimum of an associate's degree in forestry, natural resource management, or closely related field or an equivalent combination of training and experience is required. A strong forestry background and experience dealing with people is desired. Employee must have excellent oral and written communication skills and must be proficient in Microsoft Office and Arc GIS. The position requires performing duties in inclement weather and rough terrain. May require heavy lifting of equipment.

Duties and Responsibilities: The Forestry/Wildlife Specialist will assist landowners and land users, other agencies, and units of government with the technical aspects of implementing forest management plans. This includes, but is not limited to, site

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investigations, tree identification, soil evaluations, and the development and inspections of forest management plans for CAUV purposes.

The job requires the use of Arc GIS and Microsoft Office applications. Position requires use of forestry tools, such as but not limited to, Biltmore stick, clinometer, prism, diameter tape, and GPS. Employee will be responsible for district tree seedling sale and rental equipment set-up, calibration, use, and maintenance (mechanical tree planter, no-till drill for wildlife food plots, etc.).

Must be physically capable of performing field work in weather extremes and rough terrain. Excellent communication skills are required as this position involves working with landowners to create and implement natural resource conservation practices and plans for forestry and wildlife.

Employee is required to participate in the overall MSWCD public outreach and educational programs, particularly in the areas of forestry and wildlife. This includes, but is not limited to, appearing on local radio and television, writing articles for the *District Newsletter*, submitting information for the District website, creating and posting social media posts related to forestry or wildlife, planning educational events for landowners, and other MSWCD educational programs (ATV Tour, Annual Meeting, etc.)

Salary and Benefits: Salary is commensurate with education and experience. Benefits include Public Employees Retirement (PERS), vacation leave, sick leave, and paid holidays. County medical, vision, dental and life insurances are available.

Application: Official application, which can be found on our website at www.muskingumswcd.org, resume, and cover letter must be received by December 2, 2024 at 4:00 p.m. All information can be submitted through our website, at the office (mail or in-person) at Muskingum SWCD, 225 Underwood Street, Ste. 100, Zanesville, Ohio 43701 or emailed to lisa.crock@muskingumswcd.org. A completed official application is required in order to be considered for the position.