

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Conservation Foreman**

**Class Code: 81150**

**Pay Grade: GG**

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### **A. Purpose:**

Manages assigned development projects and maintenance and repair activities by prioritizing projects, recruiting and training crew members, developing work schedules, making sure equipment is adequate for the tasks at hand, maintaining inventories of materials and supplies, and monitoring work progress to ensure completion of management plans designed to maintain and enhance wildlife habitat areas, parks, recreation areas, and lakeside use areas owned, leased, and managed by the department.

### **B. Distinguishing Feature:**

Conservation Foremen participate in management planning, prioritize annual projects, delegate projects to project leaders and function as their team leader, and monitor project completion. Conservation Technicians implement wildlife and land management projects as assigned; maintain park facilities, grounds, and equipment as assigned; and may act as project leaders over seasonal employees, trustees, and volunteers.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Recruits and manages work crews to facilitate completion of annual work projects.
  - a. Advertises for seasonal employees via a variety of media and by word of mouth in addition to typical recruitment processes.
  - b. Participates in hiring permanent employees.
  - c. Interviews seasonal applicants with input from other permanent staff, and recommends hires to managers.
  - d. Oversees basic orientation and training in issues such as department procedures, paper work requirements, etc.
  - e. Ensures recruits complete required paper work, and receive appropriate certifications, licenses, and safety training.
  - f. Assigns recruits to crews and makes sure project crew leaders provide them with necessary on-the-job training in job skills and safety practices.
  - g. Prepares work schedules, assigns work to crews, and inspects and verifies work progress.
  - h. Compiles and reviews work progress reports, vehicle reports, and time sheets.
2. Prioritizes and schedules assigned annual work projects, incorporates routine work projects, and conducts the business necessary to ensure their completion within acceptable time frames.
  - a. Participates in annual planning efforts by providing input to managers on project time and manpower needs, and material estimates.
  - b. Groups projects by geographical location and project time frames; assigns crews; and allocates vehicles, supplies, and equipment.
  - c. Reprioritizes and reschedules as needed, including unexpected projects.
  - d. Plans backup and optional tasks to fill in when projects are stopped because of weather, breakdowns, or other unpredictable influences.

- e. Orders supplies, materials, chemicals, and vendor services.
  - f. Monitors work progress by reviewing work progress reports, feedback from managers, or on-site reviews; and makes sure work was done according to department guidelines and specifications.
  - g. Lets and monitors contracted projects, and authorizes payments.
  - h. Oversees and performs the work to maintain facilities and grounds.
  - i. Compiles, reviews, and submits vehicle reports; invoices from repairs, maintenance, and supplies; and time sheets and travel vouchers.
3. Oversees and performs the work to maintain facilities to ensure they are in the best condition possible.
- a. Repairs and remodels structures, paints, plumbs, does electrical repairs, or contacts qualified service vendors to do the work.
  - b. Assists with facility installation and replacement, e.g., building forms and pouring concrete, site surveying, and site preparation.
  - c. Directs daily activities of snowmobile trail preparation such as installing bridges, culverts, and signs; removing trees and rocks; routing stumps; and establishing shelters.
  - d. Coordinates road, trail, camper pad, and parking lot repairs by ordering delivery of materials, and scheduling and assigning crews and equipment.
  - e. Assigns employees to mow grass, cut and prune trees, and spray weeds.
  - f. Landscapes areas by planting and maintaining ornamental shrubs, and installing decorative fences.
  - g. Maintains satellite areas by keeping them clean, installing and removing boat docks, maintaining facilities and signs, and performing safety inspections.
4. Manages a wide variety of vehicles and equipment to meet the needs of the annual work plan.
- a. Incorporates appropriate equipment into scheduled projects, and makes sure it is in working order.
  - b. Conducts seasonal audits of equipment inventories and makes recommendations for purchases to be included in the budget.
  - c. Reviews equipment repair recommendations, determines most cost effective procedures, and authorizes repairs or makes alternative suggestions.
  - d. Develops specifications for equipment.
  - e. Orders shop equipment, supplies, petroleum products, parts, and tools, following purchasing guidelines and budget parameters.
  - f. Provides training for new and unusual equipment to other staff.
  - g. Maintains equipment records and maintenance manuals.
5. Performs various administrative duties to provide information and support to managers.
- a. Conducts research and makes recommendations about new products and procedures.
  - b. Maintains and monitors inventories of supplies, tools, seed, chemicals, etc.; and makes sure they are stored and handled appropriately.
  - c. Conducts risk management inspections.
  - d. Develops and maintains informational maps of habitat areas.
  - e. Responds to questions regarding division programs and procedures.
  - f. Summarizes and submits monthly regional activity reports.
6. Performs other work as assigned.

#### **D. Reporting Relationships:**

Reports to a Regional Supervisor, a Wildlife Program Administrator, a District Park Supervisor, a Park Superintendent, or a Regional Park Supervisor; does not supervise but acts as a team leader over Conservation Technicians, seasonal employees, trustees, and volunteers.

#### **E. Challenges and Problems:**

Challenged to get a lot of work done in a short amount of time with crews that are mainly made up of employees with little or no experience in the type of work being done. This is challenging because training must be comprehensive, intense, quick, and thorough; safety of the employees and the public must be a priority; and the amount of work to be done allows little time for retraining. Further challenged to maintain a schedule of projects when unexpected influences such as weather conditions interfere. This is difficult because the work to be done often has time boundaries of its own such as planting times and weed-spraying windows; and work in parks must be scheduled and accomplished to meet opening dates and without impeding recreational activities of the public.

Problems include equipment breakdowns and downtime; having to adapt most equipment to fit the work being done; making sure employees are trained in safety practices and adhere to them; working with difficult people in negative situations; routinely rearranging schedules to complete work without overtime; seasonal turnover; the geographical size of the regions and the amount of acreage to cover; dealing with depredation problems in extreme weather conditions; keeping up to date with changes in chemicals, application procedures, and new rules and regulations; and getting required paper work done during the busy season.

#### **F. Decision-making Authority:**

Decisions include annual, weekly, and daily work schedules for assigned seasonal employees and trustees; employee training needs; assignment of personnel and equipment to specific tasks; priority and timing of assigned projects; recommendations for the most effective methods to prepare sites for planting; when to plant crops or trees; harvest times; recommendations for tree, seed, and fertilizer needs; equipment modifications; equipment repairs needed and whether they should be done in-house or by a vendor; recommendations for equipment purchases to be included in the budget; equipment specifications; purchases of necessary shop supplies; which products to order and which vendors to buy from; recommendations for timber-harvesting locations; whether to stop work based on weather conditions, breakdowns, etc.; coordination with landowners for delivery of feed, stack yards, etc., for depredation management; purchases of feed locally for depredation management; weed control priorities; recommendations for chemicals and amounts to order; assignment of crews to specific firefighting tasks; whether fences should be repaired, replaced, or removed; content of records and reports; and maintenance of facilities and grounds.

Decisions referred include final approval of hires; annual projects; planting sites on habitat areas and the extent and type of development; areas eligible for controlled burns; areas to be fenced; tree, seed, and fertilizer orders; capital asset purchases; equipment repairs over a certain dollar figure; priority of depredation and weed complaints; budget amounts for chemical purchases and the final decision on types of chemicals to buy; new structures or extensive rehabilitation to facilities and grounds; and the format of records and reports.

#### **G. Contact with Others:**

Daily contact with other staff and supervisors to coordinate work efforts and exchange information on projects; with the public to facilitate their camping experience, and provide information on park facilities; weekly contact with Fleet and Travel Management regarding

vehicle maintenance; with vendors and concession owners regarding purchases or repairs; and with federal agency personnel regarding trails, forest access, etc.; monthly contact with landowners adjacent to department lands regarding weed control, depredation, etc.; and with local sportsmen's clubs for information exchange; frequent contact with contractors to check work progress and assist as needed; occasional contact with chemical dealers regarding new products and applications; with other divisions and departments to coordinate equipment use and special projects; and with local fire departments during controlled burns; and annual contact with county weed boards to report on weed control; and with the department's engineers to coordinate dam inspections.

#### **H. Working Conditions:**

Works outdoors in all types of weather and conditions; performs hard physical labor such as heavy lifting, building fence, loading and hauling logs, etc.; operates various farm, tree-planting, and groundskeeping machinery and equipment; handles hazardous chemicals, flammable fuels, and explosives; repairs and maintains a variety of equipment and is required to lift heavy objects, sometimes in awkward positions; and work in confining spaces, around vehicle wiring and power takeoffs; works with welders and welding materials; is exposed to fumes from exhausts, paints, and petroleum products; operates a variety of power and hand tools; is exposed to smoke and fire during controlled burns; is exposed to unpleasant odors and bacteria around toilets, fish-cleaning stations, and dead or diseased wildlife.

#### **I. Knowledge, Skills, and Abilities:**

Knowledge of:

- human resources management practices sufficient to interview, train, and evaluate temporary employees;
- purchasing processes such as ordering from contracts, contacting local vendors for bids, writing specifications, and preparing requisitions and vouchers;
- facility maintenance skills such as plumbing, electrical repair, carpentry, and painting;
- farming and harvesting methods and growing seasons;
- seed, fertilizers, herbicides, and pesticides;
- farm tractors and implements and their functions;
- soils;
- tree species;
- tree diseases and pests;
- tree storage, planting procedures, and maintenance;
- groundskeeping methods, equipment, and maintenance;
- noxious weeds;
- weed spray, methods of application, and spraying equipment;
- diagnostic and repair methods for a wide variety of vehicles and equipment;
- welding;
- safe-operating guidelines for equipment;
- timber harvesting and equipment;
- fence-building.

Ability to:

- organize and prioritize projects on a long- and short-term basis and calculate time, equipment, and manpower needs;
- clearly provide work direction to others;
- delegate work to others based on evaluation of their capabilities;
- handle chemicals safely;

- diagnose vehicle and equipment malfunctions and determine the most cost effective resolution;
- communicate sufficiently to resolve conflicts with staff, the public, and landowners.

**J. Licenses and Certificates:**

Valid driver's license; commercial driver's license (CDL); certification as a pesticide applicator.