



POSITION DESCRIPTION

1. JOB IDENTIFICATION

2018-05-15

Classification:	M&P Business Operations Management	Faculty:	Forestry
Pay Grade:	Level A Paygrade 4	Department:	University Research Forests
Job Title:	Assistant Operations Supervisor	Division:	16

2. JOB FUNCTION

This person will primarily be involved in implementing fire rehabilitation and forest development work at the Alex Fraser Research Forest (AFRF) with support from AFRF staff. The position oversees and coordinates forest development, timber harvesting, road development, silviculture activities and post-fire soil and stream management activities at the AFRF as required by contracts, legislation, tenure arrangements and management objectives while participating in periodic management objective planning and monitoring.

3. ORGANIZATIONAL STATUS

Reports to the Operations Supervisor, AFRF. Assists in the selection, negotiates terms monitors and reviews work of external service providers, contractors and vendors. Collaborates with the Operations Supervisor, Manager and Research Coordinator. Supervision of technical staff within the unit will be required. Collaborates with First Nations, other tenure holders and stakeholders.

4. WORK PERFORMED

1. Participates in forest management for the AFRF.
2. Supervises contractors in developing and implementing timber harvesting operations, making complex social, economic and environmental decisions and trade-offs in order to achieve objectives for each site.
3. Ensures that site plans and prescriptions comply with legal requirements and guidelines, and best-practice guidance.
4. Reviews and make recommendations regarding what amount to harvest, where and when.
5. Assists with log quality control and marketing of logs. Provides revenue and cost estimates for future harvest units.
6. Plans and implements permitting, maintenance and construction programs for all access infrastructure on the AFRF. Manages all contracts relating to maintenance and construction programs. Reviews work performed and determines when contract requirements have been met.
7. Refers annual plans to interested First Nations, overlapping tenure holders and stakeholders.
8. Supervises and implements silviculture activities including reforestation, stand-tending treatments, and required reporting to government.

9. Maintains awareness of provincial funding sources for forest management activities, and prepares applications and / or proposals for such funding where appropriate.
 10. Recruits, selects, evaluates, supervises, and terminates service providers, vendors and contractors and ensures that operational, safety and legislation requirements and standards are met.
 11. Contributes to the maintenance of internal databases that track forest activities, including databases within RESULTS, Microsoft Access and ArcGIS.
 12. Replaces the Research Forest Manager and Operations Supervisor during scheduled and unscheduled absences from AFRF – on average 50-60 days per year.
 13. Performs other related duties in keeping with qualifications and requirements of the position.
5. **EXERCISING JUDGEMENT/IMPACT OF DECISIONS**
Manages development and application of prescriptions and harvesting to ensure that they meet all relevant standards and policies, legislation, best practices, financial requirements and contribute to the strategic goals of AFRF. Failure to execute plans and prescriptions in a timely way threatens the financial viability of the unit. Development and application of inappropriate plans or prescriptions presents the University and/or its clients with environmental, legal, and financial liabilities. Safety and security of all persons and projects is a primary responsibility of this position.
6. **SUPERVISION RECEIVED**
Reports to the Operations Supervisor, AFRF. Participates in planning meetings with other management positions and contractors. Matters involving policy or liability are referred to the Operations Supervisor and Manager with suggested courses of action.
7. **SUPERVISION GIVEN**
Supervises up to five (5) temporary staff and part-time employees and two (2) volunteers. In addition, this position directly supervises up to 25 contract employees involved in operation of timber harvesting, road and bridge construction and 15 contract employees providing timber development and silviculture services.
8. **WORKING CONDITIONS**
Expected to work outdoors in all weather conditions on difficult terrain and in remote locations. Emergency callouts to the AFRF without notice during evenings and weekends are required. Evening and weekend calls from contractors will occur. Office space and equipment are provided at AFRF.
9. **PERSONNEL SPECIFICATIONS**
This is a non-union, full-time position in Williams Lake with opportunity for rapid advancement. The work-week is 37.5 hours (8:00 am – 4:30 pm), Monday through Friday. Occasional weekends and altered hours may be required for particular events/projects.
A post-secondary degree in a forestry program and eligibility for enrollment as a Registered Professional Forester is required. A minimum of five years of related experience including specific knowledge of operations on forestland in British Columbia or an equivalent combination of education and experience is required. Familiarity with a

wide range of silviculture systems and logging methods is required. A valid Class V Driver's License is required. Computer literacy, including word processing, spreadsheets, GIS/GPS and database applications is required. Proven abilities in written and oral communications are necessary. Experience in budgeting, contract supervision and proposal writing is an asset.

10. **APPLICATION PROCESS**

Please see apply through the UBC website, at the following link to the official job posting: www.staffcareers.ubc.ca/30046.

11. **ORGANIZATIONAL CHART**

