



New Mexico State Personnel Office
Position/Classification Action Request Form

Section 1: Agency - Employee Information

Business Unit Name: Energy, Minerals and Natural Resource Dept Bus Unit #: 52100 Effective Date (For Agency Use):

Employee Name: VACANT Employee ID:

Select Request Type: Non-Manager/Non-Supervisory Position - Classification Change Only

Section 2: Position Information

☒ Require Essential Functions Page

Action: Update Position

Co-Action (If Applicable):

Current

Proposed

Position Number: 00038397

Classification: Forester - A

Job Code: F1032A

Working Title: Crew Supervisor

Bargaining Unit: Not Covered

Pay Band: 65

Department # & Name: 0412100000 Wildfire Response Program

Location & Location Code: 119-150030 SF-Main Office Building

Shift: 1

☐ PT ☒ FT

Reports to: 000005286

Funding Source: General Fund/Federal Funding

FTE: 1 Supervisory Level: G

FLSA Status: Non Exempt

Short Title: 10

Position Status: Permanent Position

Safety Sensitive: ☒ Yes ☐ No Omnibus: ☒ Yes ☐ No

Classification:

Job Code:

Working Title:

Bargaining Unit:

Pay Band:

Department # & Name:

Location & Location Code:

Shift:

☐ PT ☐ FT

Reports to:

Funding Source:

FTE: Supervisory Level:

FLSA Status:

Short Title:

Position Status:

Safety Sensitive: ☐ Yes ☐ No Omnibus: ☐ Yes ☐ No



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Section 4: Complete for Non-Manager/Supervisor position ONLY

Organizational Structure

What has changed with this position? Why does your agency want to initiate change?

N/A

What organizational structure changes will be affected by the request?

N/A

Why does this job exist? (High level description of overall purpose of position)

The purpose of this position is to coordinate and supervise a 10-20 person fire crew on Wildland Fire, Planned Fire (Rx), and thinning projects. Assist in the operations of the Inmate Work Camp in Los Lunas, New Mexico as needed. Ensure the application of policies, procedures and laws relating to the use of fire fighters to conduct emergency activities and natural resource projects. Provide professional training, development of National Wildfire Coordinator Group (NWCG) redcarded fire fighters and technical assistance to Forestry Employees and cooperators. This program is designed as a significant work force in the maintenance, protection, and improvement of our state and federal natural resources. The program was developed through the combined efforts of the Energy, Minerals and Natural Resources Department –Forestry Division (EMNRD) and the Department of Military Affairs, and in cooperation with state, federal and local governments. Forestry Division is responsible for supervision of the program, training and equipping work crews, planning and coordination of suppression activities with cooperating land management agencies. Operate as a crew supervisor, leading, managing and transporting fire crew members to and from emergency assignments and project work. Providing for the safety, wellbeing and oversight of the crews during emergency operations and project work

What does this job do? How does the job get done?

(Key responsibilities-include percent (%) of time spent, totaling 100%)

Job Assignment Area #1: Responsible for the daily supervision of crew members - 50%

1. Provide direct supervision of assistant crew boss and ten member crews
2. Conduct on the job training (OJT) along with tailgate safety briefings, after action reviews and document them.
3. Transport crews to and from assigned fires/trainings/projects in safe and timely manner while maintaining a CDL.
4. Ensure that crew members are issued and have the required safety equipment.
5. Compile daily/weekly/monthly reports and submit to Camp Supervisor.
6. Act as a NWCG crew boss responsible for crew members assigned.
7. Ensure that 10 person crews are ready for mobilization in two hour time frame.
8. Ensure that NWCG crew standards are met and qualifications are in line with PMS 310-1.
9. Ensure fire fighters have required NWCG and EMNRD training
10. Assist with formulating crew Standard Operating Procedures (SOP's) consistent with departmental, division, and federal procedures
11. Assist with formulating the Returning Heroes Program policies and procedures and ensure that they and associated Division and Departmental policies are adhered to and followed.
12. Maintain and implemented the 10 Standard Fire Orders, 18 Watch Out situations, and ensure LCES is maintained at all times during all operations.
13. Ensure the safety and well being of yourself, crew members, and associated personnel during all operations.



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14. Communicate any personnel issues to camp supervisor
15. Enter and update monthly project accomplishments into OARS for projects that you are assigned and responsible for daily, weekly and monthly.
16. Maintain complete and accurate time reporting for all subordinates and conduct performance evaluations on a weekly/monthly basis.
17. Maintain patience, have a positive attitude and be leader, mentor and motivator for you co-workers and crews on a daily basis.
18. Conduct daily, weekly tailgate safety briefings to optimize safety. Completed tailgate safety briefings will be turned in monthly to the Camp Supervisor. After Action Reviews (AAR's) should be conducted daily and weekly as well.

Job Assignment Area #2: Maintain grounds, equipment and buildings - 25%

1. Ensure fire fighters and Division personnel have required NWCG and EMNRD training.
2. Ensure that the grounds at the facility are maintained, clean of all trash and weeds and debris.
3. Ensure tools are serviced and repaired to good operating condition after use or when damaged.
4. Assist in the daily/weekly/monthly inspection of vehicles per Forestry Division Policy and Procedures.
5. Ensure that vehicles and grounds are in a clean and in operating order.
6. Ensure that crew accountability is in place.
7. Ensure crew readiness by March 1st of each year and crew members have been selected and ready for assignment.
8. Ensure parking areas for public, clients, staff are orderly, maintained and accessible.
9. Ensure facilities are clean and orderly weekly, develop a rotational cleaning schedule for all buildings.
10. Track all tools and equipment utilized for ground and facility maintenance, develop equipment and supply needs and provide costs and bid proposal for purchase of tools, equipment and supplies.
11. Ensure all tools and equipment are maintained and appropriate for the associated tasks.
12. Maintain training materials and ensure adequate amounts are available at all times.

Job Assignment Area #3: Work on projects, Division programs, WUI and Hazardous fuels reduction projects as requested - 15%

1. Provide training to Division staff, veteran firefighters, fire departments and inmates.
2. Assist Inmate Work Camp with projects as requested.
3. Provide supervision to support staff, division staff and cooperating agencies to ensure a secure, safe work environment on projects.
4. Support IWC program as requested.
5. Ensure project work is completed in compliance with cooperator or district project work plans, budgets, and schedules. Anticipate any issues and have alternative plans, recommendations, or actions to mitigate these issues.
6. Every effort should be made to take out a complete 10-person module and be out of the camp facility before 0700.
7. Obtain accurate monthly billing accountability and crew activity in Outlook Calendars on a daily basis.
8. Daily accomplishment logs and vehicle inspection forms should be submitted to camp supervisor in a timely and accurate manner.
9. Communicate any issues to Camp Supervisor

Job Assignment Area #4: Coordinate the maintenance and repairs to fleet vehicles and purchasing - 10%

1. Coordinate with Lead squad Boss to replace broken or worn equipment.
2. Prepare agreements and develop project plans.
3. Assist in the monthly inspection of vehicles following Policy and Procedures and maintain vehicle in proper and safe working order.
4. Ensure that crew manifests and crew weight meets NWCG standards.
5. Ensure that crews meet Type 2 IA standards.
6. Ensure that vehicles are maintained to DOT standards.
7. Assign equipment inventory control, chainsaw control, vehicle maintenance schedule, and office cleaning rotation to assistant crew bosses.
8. Conduct daily, weekly, monthly vehicle inspections and report any mechanical issues expediently, formulate bids and associated costs for repair and ensure vehicles are maintained and repaired in accordance to manufacturer and program recommendations.

Section 5: Employee Signature

Employee Signature: (required if
position is filled)

Date:



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Section 8: Agency Justification and Signatures

Position Number: 00038397

Requesting Manager/Supervisor
Signature:

Print Name:

Steven Griego/Laura F. McCarthy

Date: 2-2-2023

HR Manager Signature:

Print Name:

Gisele Jacobs

Date:

Agency Budget/CFO/ASD Director
Signature:

Print Name:

Matthew Lovato

Date:

Cabinet Secretary/Agency Head
Signature:

Print Name:

Todd E. Leahy

Date:

SPO / DFA Only Below:

SPO Consultant Signature:

Print Name:

Date:

DFA Approval Attached:

☐ Yes

SPO Director/ Designee Signature:

Print Name:

Date:

Final Approval Date:

☐ Alternative Recommendation Made

Comments:



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Section 9: Essential functions/ADA physical requirements - all requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Individuals who pose a direct threat or significant risk to the health or safety of themselves or others in the workplace, if that risk cannot be eliminated or reduced by reasonable accommodation, will not be considered qualified for employment.

Check essential physical requirements of the job (those that cannot be delegated to a co-worker):

Visual acuity - how often: F: Frequent 34%-66% of time

Seeing - how often: F: Frequent 34%-66% of time

Climbing - how often: O: Occasion up to 33% of time

Kneeling - how often: O: Occasion up to 33% of time

Standing - how often: F: Frequent 34%-66% of time

Pulling - how often: O: Occasion up to 33% of time

Tactile sense - how often: O: Occasion up to 33% of time

Hearing - how often: F: Frequent 34%-66% of time

Balancing - how often: O: Occasion up to 33% of time

Crouching - how often: O: Occasion up to 33% of time

Walking - how often: F: Frequent 34%-66% of time

Repetitive - how often: F: Frequent 34%-66% of time

Talking - how often: F: Frequent 34%-66% of time

Grasping - how often: O: Occasion up to 33% of time

Reaching - how often: F: Frequent 34%-66% of time

Pushing - how often: O: Occasion up to 33% of time

Stooping motions - how often: O: Occasion up to 33% of time

Lifting:

☐ Floor to Waist ☒ Waist to Shoulder ☐ Overhead ☒ Carry 20 feet

Working Conditions - check which working conditions the employee is subject to:

Physical Conditions:

☒ Extreme temperatures ☐ Wet and/or humid ☒ Noise ☒ Vibration

Hazards:

☒ Mechanical ☐ Explosives ☒ Radiant energy ☐ Chemical
☒ Burns ☐ Electrical ☒ Other: wildfire & poisonous plants

Atmospheric Conditions:

☒ Fumes ☒ Dusts ☐ Mites ☒ Poor ventilation
☐ Odors ☐ Gases ☒ Other: smoke

Equipment and tools - list equipment and tools operated and the frequency of use (those that cannot be delegated to a co-worker):

State vehicles: Frequent use of vehicles with statewide travel.

Equipment: Frequent use of PCs, copies, and other office equipment.

Tools: Frequent use of power tools, fire suppression hand tools, chain saws and forestry related fields tools

Other:

**Energy, Minerals and Natural Resources Department
Job Information Acknowledgement Form**

Position Title: FORESTER-A

Pay Band:	65	Minimum \$	21.13	Maximum \$	33.81
Job Status:	<input checked="" type="checkbox"/> Perm	<input type="checkbox"/> Term	<input type="checkbox"/> Temp		
FLSA Status:	<input checked="" type="checkbox"/> FLSA Non- Exempt	<input type="checkbox"/> FLSA Exempt			
Travel:	<input type="checkbox"/> None	<input type="checkbox"/> Some	<input checked="" type="checkbox"/> Extensive (including weekends/holidays)		
Overtime:	<input type="checkbox"/> None	<input type="checkbox"/> Some (including weekends/holidays)	<input checked="" type="checkbox"/> Extensive (including weekends/holidays)		
Physical Activity:	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Extensive		
Environmental Setting:	<input type="checkbox"/> Office	<input type="checkbox"/> Field	<input checked="" type="checkbox"/> Office and Field		
Drug Testing:	<input checked="" type="checkbox"/> Pre-Employment	<input checked="" type="checkbox"/> Random	<input checked="" type="checkbox"/> Reasonable suspicion		
Required to Accept Geographical Location Change:		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		
Required to Live on Site:		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		
Housing Provided:		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No		
Other:	Possibility of duty station moving				
Immediate Supervisor:	Steven Griego				
Applicant Name (please print):					
Acknowledgement of Review of Position Action Request Form (SPO 14-002):	I have been given an opportunity to read the position action request form (SPO 14-002) which is information regarding the position. I believe I am able to perform the essential functions of the job described and have been given the opportunity to ask questions.			_____ Initial	
Compensatory Time Acknowledgement:	I voluntarily agree, in lieu of cash compensation, to receive compensatory time at a rate of 1.5 for hours worked over 40 hours per work week, if covered by Fair Labor Standards Act (FLSA), and a rate of 1.0 for hours worked over 80 hours per pay period, if exempt from FLSA. I understand under normal circumstances, I must obtain advance approval to work beyond 40 hours in a workweek. I also understand it is my responsibility to immediately report overtime worked in an emergency situation to my supervisor. Failure to seek prior approval or to promptly notify my supervisor after an emergency may lead to disciplinary action.			_____ Initial	
Executive Order-2003-030, Information Technology Resource Policy: Internet, Intranet, E-Mail & Digital Network Usage, and 1.12.10 NMAC:	I confirm that I have read the Information Technology Resources Policy and have had an opportunity to ask questions about it. I understand that if I fail to abide by the terms of the Information Technology Resources Policy, a copy of which has been provided to me, I may be subject to disciplinary action.			_____ Initial	
Applicant Signature:			Date:		



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

FORESTERS

Class Title	Class Code	Pay Band	Alt Pay Band*
Foresters-B	F1032B	55	
Foresters-O	F1032O	60	
Foresters-A	F1032A	65	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

Manage forested lands for economic, recreational and conservation purposes. May inventory the type, amount and location of standing timber, appraise the timber's worth, negotiate the purchase and draw up contracts for procurement. May determine how to conserve wildlife habitats, creek beds, water quality and soil stability and how best to comply with environmental regulations. May devise plans for planting and growing new trees, monitor trees for healthy growth and determine the best time for harvesting. Develop forest management plans for public and privately owned forested lands.

Nature of Work

Foresters have a wide range of duties, depending on whom they are working for. Some primary duties of foresters include drawing up plans to regenerate forested lands, monitoring the progress of those lands, and supervising harvests. Land management foresters choose and direct the preparation of sites on which trees will be planted. They oversee controlled burning and the use of bulldozers or herbicides to clear weeds, brush, and logging debris. They advise on the type, number, and placement of trees to be planted. Foresters then monitor the seedlings to ensure healthy growth and to determine the best time for harvesting. If they detect signs of disease or harmful insects, they consult with specialists in forest pest management to decide on the best treatment. When the trees reach a certain size, foresters decide which trees should be harvested and sold to sawmills.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Employees in this Role assist in advising on the type, number, and placement of trees to be planted, monitoring of the seedlings and detection of signs of disease or harmful insects.

Recommended Education and Experience for Full Performance

Associates degree in Forestry, Range Management, Forest Management, Natural Resources, Wildlife Science, Fire Science or Ecology and four (4) years of experience in Forestry, Range Management, Forest Management, Natural Resources, Wildlife Science, Fire Science or Ecology

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Minimum Qualifications

High school diploma or GED and two (2) years of experience in Forestry, Range Management, Forest Management, Natural Resources, Wildlife Science, Fire Science or Ecology.

Operational

- Employees in this Role are responsible for assessing timber's worth.
- Employees may subcontract with loggers or pulpwood cutters for tree removal; aid in road layout; ensure that the work meets all requirements and specifications; determine how to best conserve wildlife habitats, creek beds, water quality and soil stability and how best to comply with environmental regulations; conserve forested ecosystems; and are responsible for assessing forest pathology and entomology and interpreting aerial photos; assist in fire supervision and fire prevention.

Recommended Education and Experience for Full Performance

Bachelor's degree in Forestry, Range Management, Forest Management, Natural Resources, Wildlife Science, Fire Science and/or Ecology and two (2) years of experience in Forestry, Range Management, Forest Management, Natural Resources, Wildlife Science, Fire Science and/or Ecology.

Minimum Qualifications

Bachelor's degree in Forestry, Range Management, Forest Management, Natural Resources, Wildlife Science, Fire Science and/or Ecology and one (1) year of experience in Forestry, Range Management, Forest Management, Natural Resources, Wildlife Science, Fire Science or Ecology. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling five (5) years may substitute for the required education and experience.

Advanced

- Employees in this Role act as an agent and negotiate timber sales with industrial procurement foresters.
- Employees are responsible for considering the economics of the purchase as well as the environmental impact on natural resources.
- Employees apply rules and regulations; consult on fire suppression and prevention; forest pathology and entomology; and are responsible for the training of personnel in forest management and utilization.

Recommended Education and Experience for Full Performance

Bachelor's degree in Forestry, Range Management, or Ecology and four (4) years of in Forestry, Range Management, Forest Management, Natural Resources, Wildlife Science, Fire Science or Ecology.

Minimum Qualifications

Bachelor's degree in Forestry, Range Management, or Ecology and three (3) years of experience in Forestry, Range Management, Forest Management, Natural Resources, Wildlife Science, Fire Science or Ecology. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling seven (7) years may substitute for the required education and experience.

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Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NETTM is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

Biology — Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Skills

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Speaking — Talking to others to convey information effectively.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Coordination — Adjusting actions in relation to others' actions.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Systems Analysis — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Time Management — Managing one's own time and the time of others.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions*, and the *recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

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Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001

Revised: 9/20/2011

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.