

Department: Procurement
Reports to: General Manager

FLSA Status: Exempt
Date: October 25, 2018

POSITION SUMMARY:

The Procurement Forester is part of our Procurement team. This team is responsible for the procurement of logs and timber to supply Rockbridge Sawmill with enough raw materials to produce 7 million board feet of lumber annually.

ESSENTIAL FUNCTIONS:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Conduct activities in a safe manner, follow corporate safety guidelines and requirements, use personal protective equipment and proactively address any unsafe conditions observed. Maintain housekeeping and safety compliance, inspection ready at all times
- Cruise and mark timber to be harvested.
- Assess timber for value during bidding process.
- Communicate effectively with county forester/consultant/land owner.
- Complete paperwork to purchase timber (contract, cutting notice, etc.)
- Prepare jobsite for logging by flagging the lines, arranging road building, arrange landing site, and supervise logging crew.
- Scale logs that have been skidded and coordinate hauling.
- Procure hardwood timber to meet defined pricing levels.
- Verify jobs are complete and fill out finishing paperwork.
- Ensure that all land restoration and clean up are done properly.
- Communicate effectively with office staff.
- Scale cut logs purchased from loggers and landowners.
- Track inventory from landings to the sawmill yard.
- Work closely with other Procurement team members.
- Other assignments as made by management

QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required. The individual must be able to successfully pass background checks.

- **Teamwork:** Can work in group or alone; oriented towards the good of the whole. Contain ability to build rapport and good working relationship with co-workers

EDUCATION/CERTIFICATION/LICENSURE:

Minimum of a Forestry Tech degree or equivalent career experience in wood procurement. (A higher degree or more experience would be a plus)

EXPERIENCE REQUIRED:

Experience with ___ years of similar responsibilities

KNOWLEDGE AND SKILLS REQUIRED:

- Ability to travel across the log procurement area.
- Excellent communication skills to interact with landowners, log suppliers, loggers, forestry consultants, truckers and mill personnel.
- Strong, safety oriented work ethic to include the following qualities: self-starter, desire to succeed, well organized, and willingness to go the extra mile.
- Analytical and proven problem solving techniques.
- Ability to write MFL plans a plus (or willingness to get certified)

PHYSICAL REQUIREMENTS:

To accomplish the essential functions of the position, one must be physically able to operate or work with computers, calculators, reference books, computer software applications, phones and other standard office equipment. The physical activities of the position include talking, reaching, grasping, light lifting, bending, squatting, and other repetitive motions.

WORKING CONDITIONS:

- Work is considered active and performed in a number of different environments. Exposure to environmental factors is frequent.
- Travel from home is frequent, but mostly local and home at night

INTENT AND FUNCTION OF POSITION DESCRIPTIONS

This position description is intended to cover the most significant aspects of the position. There may be additional responsibilities assigned beyond those stated in this position description. The company reserves the right to modify the role, responsibilities, requirements and position status as compliance regulations or business needs dictate.

Position descriptions assist the company in assuring the hiring process is administered fairly and qualified candidates are selected. They are essential to effective performance management and compensation systems.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the team member or others or which would impose undue hardship on the company. Position descriptions are not intended as and do not create employment contracts. The company maintains its status as an at-will employer and employment separations can occur for any reason not prohibited by law.

EMPLOYEE ACKNOWLEDGEMENT

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee printed name

Employee Signature

Date