



Status: Hourly
Title: Forestry Coordinator
Department: Ranch
Reports to: Forestry Manager

Job Code:

Position Summary:

Lykes Bros. Inc. Forestry Coordinator will work under the direct supervision of the Forestry Manager. The primary responsibility will be oversight of the LBI timber harvesting and reforestation operations. Related activities will include: data collection, research, harvesting enforcement, site preparation, planting and other forestry support functions as needed.

Essential Functions:

- Responsible to acquire, learn and practice all LBI SOPs (Safe Operating Procedures) and comply with LBI and industry equipment standards as well as safety regulations pertinent to the Forestry division, equipment and job functions at all times.
- Participate in weekly meeting with Forestry Manager to establish schedules and plans for all timber tracts to be harvested and assign tract numbers to timber harvesters providing LBI oversight to ensure successful completion.
- Maintain open and positive communication with contractors and customers to verify weight reports, ticket information, etc.
- Responsible to ensure compliance by contracted harvesters to “Timber Field Ticket Process” and maintain strict control and accountability of all tickets.
- Compile and submit daily reports of all timber loads harvested the previous day to Forestry manager.
- Compile and maintain weekly updates of completed forestry tracts to Forestry manager.
- Responsible to see that all timber harvesters clean all harvested tracts of scattered timber and trash.
- Assess, communicate and coordinate with forestry manager all observations and needs for road repairs and maintenance in forestry areas. Assist in the successful scheduling and execution of these repairs
- Coordinate with Equipment Division supervisors land prep and burning needs to ensure areas are ready for seeding, planting, etc.
- Maintain a routine inspection plan to ensure gate entrances are treated with herbicide as needed and fences and gates are intact, secured and repaired if needed.



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Other Duties:

- On occasion, may be asked to perform other tasks and/or provide senior management with reports as needed.

Competencies:

- Good verbal and written communications.
- Professional personal presentation.
- Excellent customer service orientation.
- Attention to detail.
- Demonstrates initiative and reliability.
- Exhibit patience and ability to instruct others.
- Able to follow directions.
- Knowledge of forestry, agriculture and wildlife management practices.

Education/Experience Requirements:

- Valid Florida driver's license.
- High school or GED required.
- Two or four year vocational agricultural or forestry management degree preferred.
- Florida Certified Burner or obtain one within six months of employment.
- Florida Certified Pile Burner or obtain one within six months of employment.
- Florida Certified Pesticide Applicator license or obtain one within six months.

Physical Requirements:

- While performing the duties of this job, the individual will work both indoors and outdoors in all kinds of weather.
- Manual dexterity, arm-hand steadiness and quick reflexes are necessary.
- Physical strength is required due to lifting equipment, moving large bulky items, opening/closing gates, loading and unloading bags of chemicals, barrels, water, etc.
- The individual must be able to effectively communicate and hear.
- Individual is required to climb or balance; walk on uneven surfaces, stoop, kneel, crouch, twist, or crawl and must be able to reach and work on overhead projects.
- Specific vision abilities required by this job include close, distance and peripheral vision. Spatial orientation is needed when working in wide-open pastures and wooded terrain on large pieces of equipment
- Position will require lifting up to 50 pounds and occasionally move materials and/or equipment over 100 pounds in conjunction with other staff or utilizing dollies.