

**Office of the Duke Forest  
Duke University  
Position Description**

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**Internal Title:** Forest Technician  
**External Title:** Forest Technician  
**Job Code:** XXXX  
**Job Family:** XX  
**Job Level:** 12  
**Term:** Full-time

**About the Duke Forest:**

The Office of the Duke Forest (ODF) is the university department responsible for the management and stewardship of the Duke Forest Teaching and Research Laboratory. The mission of the Duke Forest is to facilitate research that addresses fundamental and applied questions across a variety of disciplines and to aid in the instruction of all students in their pursuit of knowledge, especially regarding the stewardship of our natural resources.

In total, the Duke Forest is approximately 7,100 acres in Durham, Orange, and Alamance counties. Management of the Duke Forest is guided by a comprehensive plan that promotes the Forest's academic mission while ensuring the protection of its natural resources. Five major management priorities that aim to maximize a wide variety of forest benefits guide the allocation of forest resources, and in particular, direct staff time and energy. These priorities also underlie strategic efforts to enhance the value of the Duke Forest as a University and community asset. More information is available at: [dukeforest.duke.edu](http://dukeforest.duke.edu).

**Occupational Summary:**

The Forest Technician (FT) performs a variety of forest management and maintenance activities on Duke Forest, a 7,100-acre teaching and research laboratory with an active timber management program. The FT is primarily a field-based position and will work closely with the Duke Forest Supervisor and Maintenance Technician on a daily basis to support their efforts while also directly managing specific tasks. A successful FT appreciates how this position supports the numerous roles the Duke Forest plays for a variety of audiences and expresses a sincere commitment to work as part of a team to accomplish its mission.

**Work Performed:**

- Provide dedicated support for all aspects of the timber management program, including cruising, harvest planning (regenerations, thinnings, pre-commercial), harvest layout and marking, regeneration and survival counts, harvest administration, and harvest clean-up work.
- Provide dedicated support in the maintenance of the Duke Forest's GIS database, including GPS data collection, updating stand and management records, and performing basic spatial analysis and cartography.
- Coordinate the invasive plant species management program, including planning and executing treatments, monitoring, and tracking chemical use.

- Coordinate the natural heritage area monitoring program and monitoring of other high conservation value areas (as needed), including planning and executing monitoring visits, completing documentation, and implementing follow-up activities identified.
- Coordinate trail maintenance activities including planning, scheduling, and implementing hazard monitoring and remediation, trail trimming, water bar maintenance, etc.; provide primary response to issues identified by Forest Steward volunteers.
- Assist in the maintenance of forest infrastructure such as bridges and culverts, and equipment such as trucks and tractors.
- Assist in prescribed burns, wildfire control, and storm response.
- Assist in boundary line maintenance.
- Assist in the construction, maintenance, and retirement of research installations.
- Assist in implementation of the Deer Herd Reduction program.
- Assist in implementation of special projects.
- Assist with training and mentorship of student workers, summer crews, and management interns.
- Lead volunteer workdays.

**Required education:**

- 4-year degree in forestry/natural resource management/conservation OR equivalent 2-year degree and experience

**Required qualifications:**

- Proficient in identification of common native and invasive plant species in North Carolina
- Proficient in forest mensuration
- Proficient in GIS using ESRI products, including ArcGIS Pro and Field Maps
- Proficient in MS Word, Excel, and Outlook
- Demonstrated attention to detail and organizational skills
- Demonstrated interpersonal, teamwork, and collaboration skills
- Valid NC Driver's license

**Preferred qualifications:**

- Basic carpentry skills
- Basic landscaping skills
- Basic equipment operation
- Sawyer – class B, or higher, chainsaw certification
- Experience with USFS Forest Vegetation Simulator (FVS) or similar forest growth models



- Licensed NC Pesticide Applicator, or ability to acquire license within one year
- Familiarity with forest certification

The successful applicant will be a self-starter that possesses a rare combination of field and technical skills. They will be safety conscious, demonstrate a willingness to learn, and be physically fit enough to endure 8-hour days in the field. Applicants must be comfortable working alone or in groups, in diverse forest types, and in various weather conditions. Some weekend work may be required.

### **To apply:**

Please visit [this link](http://dukeforest.duke.edu/forest-tech) (<http://dukeforest.duke.edu/forest-tech>) where you can submit a resume and cover letter through our form. Applications will be accepted and processed on a rolling basis. Selected applicants will be contacted for phone and/or in-person interviews.

### **Note About Duke University:**

*Duke University is an Affirmative Action/Equal Opportunity Employer committed to providing employment opportunity without regard to an individual's age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status.*

*Duke aspires to create a community built on collaboration, innovation, creativity, and belonging. Our collective success depends on the robust exchange of ideas—an exchange that is best when the rich diversity of our perspectives, backgrounds, and experiences flourishes. To achieve this exchange, it is essential that all members of the community feel secure and welcome, that the contributions of all individuals are respected, and that all voices are heard. All members of our community have a responsibility to uphold these values.*