



256.447.1006

226 Old Ladiga Rd  
Piedmont, AL 36272

[galandtrust.org](http://galandtrust.org)

## **Program Manager Supporting GALT's Operations at Fort Stewart Forestry Branch**

### **Reports to:**

GALT's Director of Legal Affairs; Supports Supervisors as FSGa Forestry Branch.

### **Description:**

Comprised of more than 284,000 acres in southeast Georgia, the Ft. Stewart/Hunter Army Airfield Forestry program manages one of the largest timber management programs in DoD. An average of 4,000 acres of timber harvests occurs on FS/HAAF annually. Ft Stewart's Forest Management Program consists of timber marking, harvesting and reforestation to support military training, Threatened and Endangered Species (TES) and ecosystem management.

Timber harvesting is a necessary component of forest management on FS/HAAF that is needed to facilitate military training. Because of the climate and weather, forests and woodlands grow up in dense vegetation quickly in the southeastern US. Without proper forest management to include timber harvesting, the training areas would become unsuitable for infantry, especially heavy infantry training. Stands of timber need to be maintained at low enough densities to allow military maneuvers to take place on a large enough scale to promote realism and effectiveness. The sale of forest products on the commercial market in accordance with federal law and Army regulations and policy provides a boost to local economies and revenues to the Installation. This helps fund the cost of planning and executing the timber sales, which includes construction and maintenance of many miles of tank trails and dirt roads that are necessary for the removal of the timber. Additionally, military units benefit from this roadwork as they utilize the access provided to the loggers. GALT supports the Forestry Branch by providing personnel and related materials in furtherance of these forestry management activities.

GALT is seeking a Program Manager to serve as its central point of contact with Fort Stewart for work performed under GALT's Agreement with FSGa for Forestry Support. The Program Manager serves as the Project Manager and Key Advisor to assist the DPW, Forestry Branch in establishing and maintaining sound and viable management of contracting personnel.

- Liaison between contracting agency and the government.
- Assist supervisors within the Branch as needed.
- Provide and compile budgetary requirements for procurement support needed for the completion of the milestone plans for the Forestry mission.
- Procurement of supplies are done on an as needed basis upon the approval of a government official.



**ENRICHING LIFE THROUGH LAND PROTECTION**



- Correspondence with outside agencies is required to complete procurement and budgetary requirements for the Branch.
- Track, Record, Summarize and submit Time and Attendance records.
- Create and maintain Individual Training Requirements and Certification Records as mandated by OSHA.
- Access to government information system.
- Information Assurance and various technology training as needed.
- Maintain up-to-date status of milestone plans and prepare reports on the status of the completion of activities. These reports will be updated as the work is completed and reported to the pertinent government official.
- Utilize GFEB Software program to place and track purchases needed in support of the project, purchases may include: repairs, fuel, supplies, equipment, DAID spheres, Aerial Ignition Contract, etc.
- Prepare/compile/ submit weekly and monthly reports to management regarding the progression of the project, timber marking, harvesting and other forest management activities. Attend weekly, quarterly, or monthly meetings as part of the Forestry Management Team.
- Schedule all assignments plans and course of action.
- Ensure all support personnel are trained and are abiding by the laws and regulations required for all equipment used in accordance with the DPW, Forestry Branch Safety Handbook and Manufacturer's Operating Manuals.
- Report all injuries to GALT.
- Report all injuries and accidents to Management immediately.
- Provide Project Management oversights and updates to government staff for timber and forest management.
- Assist with partnerships, education, conferences, tours and outreach programs.
- All reports are prepared and submitted within timelines.
- Review, implement and evaluate safety programs to ensure compliance with OSHA regulations and guidelines.
- Provide guidance to ensure field personnel understand quarterly safety briefing information.
- Ensure successful completion of all aspects of the PWS.
- Research safety information to assure the best available methods and equipment are adopted to minimize the hazards in the workplace.
- Advise FSGa Supervisor when personnel annual training or certifications are required and provide tracking and reporting.

### **General Requirements:**

- Minimum level of experience and education: 4 years of experience/education relating to administrative and budget compilation. Forestry and Land Management experience, education and training a plus.
- Must be proficient with MS Office Suite: Word, Excel, Access and Powerpoint.
- Demonstrate strong organizational skills.
- Multitasker.

- Knowledge of and experience with Time and Attendance Programs, Training and Financial Programs.
- Possess comprehensive knowledge of regulations, standards, procedures, methods and experience related to Forestry practices and techniques.
- Possess excellent written and oral communications skills to prepare reports, give briefings and presentations as required.
- Broad knowledge of Army data systems to include: Headquarters Army Environmental System (HQAES) and General Fund Enterprise Business System (GFEBs).

**About the Georgia-Alabama Land Trust, Inc.:**

The Georgia-Alabama Land Trust, Inc. (GALT) is a 501(c)(3) nonprofit dedicated to enriching life through land protection. Over the 30 years since GALT's founding, GALT has protected over 450,000 acres of land, primarily in Georgia and Alabama, making GALT the largest land trust exclusively protecting land within the Southeastern U.S.

GALT is an Equal Opportunity Employer. The Georgia-Alabama Land Trust, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, veteran status, sexual orientation, gender, or any other characteristic protected by federal, state or local laws.

GALT is a drug-free workplace.

**Strong Employee Benefits\*:**

Competitive salary.

401(k) retirement plan with employer match.

Health Insurance (currently through Blue Cross Blue Shield of Alabama), with strong employer share of cost.

Dental Insurance options available.

Allocation of Paid Time Off (PTO).

\* Further details are provided for within GALT's Standard Operating Procedure.

**Location and Hours:**

The normal place of performance is at the DPW, Environmental Division, Forestry Branch, Fort Stewart Ga. 31314. Work is typically performed in an indoor environment. 0730-1600, Monday-Friday, excluding federal public holidays. May perform work outside of normal working hours, as scheduled and approved by the Government and Georgia-Alabama Land Trust, Inc. (GALT).

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

Work is often performed in an office and may require some physical exertion typical within an office setting such as standing/reaching, lifting small items, and filing. While performing duties of this job, the employee is regularly required to talk or interact with people over the phone and using video conferencing.

**To Apply:**

If you believe you meet the qualifications, please submit your letter of interest and resume to Lisa Compton at [lcompton@galandtrust.org](mailto:lcompton@galandtrust.org). Email inquiries only, please. We look forward to reviewing your qualifications!

Nothing in this job posting guarantees employment. This posting is limited to a specific opening at a specific time. GALT is relying upon the information provided by potential candidates. Submitting false information is unacceptable; GALT may seek to confirm information contained within a submitted resume and/or other application materials.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time, with or without notice.

To learn more about the Georgia-Alabama Land Trust, Inc., please visit: [www.galandtrust.org](http://www.galandtrust.org).