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## Bulletin: Prepared for the Employees of the Maine Department of Conservation, June 1990

Maine Department of Conservation

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# BULLETIN

*Prepared for the Employees of the Maine Department of Conservation*

June 1990

## Commissioner's Column

Memorial Day visitors to Maine's forest, parks and lands helped us launch a new field season. The start of the season always reminds us that one of our department's strengths is field programs—this includes all of you in the field as well as those in the Augusta offices and support services who make it happen. Welcome to seasonal employees who have joined us for the summer. You play a key role in the department.

The quality of our programs is one reason why the department has strong support throughout the state. Public interest in our programs is high. We are visible. People associate our programs with a quality experience, and people know they can depend on us.

Field season also speeds up the pace in every program. We appreciate everyone's efforts to help keep the quality of work high during this busy period.

PLEASE REMEMBER SAFETY—no matter what your job. As you drive, work, or play, think and practice safety. Each year we have too many accidents and injuries involving employees. This not only creates hardship for the individual, it is costly to bureau budgets. Each of us has the responsibility to protect ourselves and others.

As we continue our efforts to meet the growing and changing needs of the public, we appreciate your dedication, professionalism, and pride in quality work.

**Ed Meadows**

## BPR Plans Training 'First'

The Bureau of Parks and Recreation will hold a "first-ever" training for park rangers and receptionists during the week of June 11. The ranger and receptionist training will be complemented by the Bureau's annual lifeguard academy during the same week. All three sessions will be held at the YMCA camp in East Winthrop.

John Titus, Scott Woodruff and Tim Hall have served as the principal organizers for the training. Over 200 bureau staff will be involved as trainers or attendees and will participate in sessions covering topics such as safety and maintenance standards, emergency procedures, effective public contact, interpretation, administration, rescue techniques, CPR, use of lifeguard equipment, first-aid, historic site operation and the campsite reservation system.

## Voluntary Savings Program Update

The program was established in cooperation with employee associations to provide flexible work opportunities for employees, while helping achieve necessary budget reductions. It provides employees with the opportunity to match their work schedules to personal interests. Participation in the program does not place active positions at greater risk of further reductions. We appreciate everyone's effort to consider the program and understand the program is not suited for everyone.

The deadline for application may be extended past May 31 to allow as many as possible to participate. Contact Will Harris at 289-2211 for information. We will make every effort to include all those who are interested. We will also do all we can to meet our budget obligations with as little impact on jobs as possible.

## Conservation Note Book

BPR and MFS staff recently worked with local fire departments to contain and extinguish a 2-acre fire on Mt. Battie in Camden Hills State Park. **Gordon Bell, Steve Vondell, Wimpy Burnham, Wendall Stairs, Gerald Murphy, Ed Holman and Andy Mendes** participated in the cooperative effort. •• **Harry Doughty** ran 7.5 miles during the Law Enforcement Officers Torch Run for the Special Olympics in May. Harry sends thanks to all DOC employees who contributed \$102 towards the Special Olympics held in Orono on June 9. •• The BPL, SERVE/Maine Volunteer Program, and the Hurricane Island Outward Bound School are cosponsoring an international work camp to construct a hiking trail in the Mahoosuc Unit. The goal is to attract volunteers from around the world to work in the program. So far, people from Germany, France, Denmark, and Wales have applied. •• BPL has a new lessee at the Pineland Unit and the bureau plans extensive repairs to Pineland's barns. •• **John Adamson, David Allen, and Scott Foster**, LURC staff members, attended a seminar by the Oxford County Soil and Water Conservation Service on erosion control and soils stabilization for road banks and shore lines. •• **Fred Todd**, LURC Planning Division Supervisor, attended the annual meeting of the St. John River Advisory Committee, which he currently chairs. •• **Kim Lynch**, LURC Field Investigator, and **Russell Beauchemin** of the MFS held a training session on timber harvesting standards for Georgia-Pacific employees. •• **Bob Marvinney** gave a talk on the MGS's map-making efforts and DOC's GIS at the Maine Library Association's Spring Conference in Orono in May. •• **Bob Marvinney, Bob Johnston, Nancy Beardsley and Bill Duffy** spent three days in Portage preparing drill core donated by Chevron Resources and Superior Mining from their Bald Mountain and Mount Chase exploration for shipping to MGS's core repository in Augusta. •• **Bill Cleaves, Frank Appleby and Joe Powers** attended the 30-hour Occupational Safety and Health Training Course in Houlton in May. This course was given by the Department of Labor, Bureau of Labor Standards and designed for supervisors who deal with workplace health and safety issues. •• **Alvin Lane, Steve Barden and Bob Webb** were recently commended for their excellent work spirit in completing several major repair jobs in Southern Region parks. According to **Tim Hall**, the three regional maintenance employees applied a problem-solving approach to complete projects efficiently while keeping costs down. •• **Sally Doyle** of BPR's Augusta office reports that the bureau's carry-in, carry-out policy met with success at state parks over the busy Memorial Day weekend. Parks staff across the state found a cooperative attitude toward the policy among visitors and no appreciable increase in litter. •• Cold May temperatures in the Allagash Wilderness Waterway brought some canoeists indoors, according to **Tom Coon**, Allagash Ranger at Churchill Dam. Tom temporarily opened the Waterway's historic boarding house at Churchill Dam to allow canoeists to warm up and dry their gear. •• BPR's Boating Facilities Division's recent work to upgrade the Saco River boating facility in Biddeford culminated in a public opening and boating safety program on June 2. **Richard Skinner** and **Ron Yates** have been in charge of the project.

## Selecting the Most Qualified

The Department of Conservation seeks to hire the most qualified individual for every position, taking into account affirmative action goals and contract rights. To do so, it is important that the selection process be designed to enable those responsible for hiring to make decisions which are objective, rational, impartial and fair. Here are some simple steps:

1. Know the job for which you are hiring. Have a written job description which describes and prioritizes duties of the position, special working conditions, hours, salary, etc. This will assist you in making your selection and help potential candidates know whether or not the job fits their interests and qualifications.

2. A) Establish necessary job qualifications for performing the job functions.

Example: For a job which requires the employee to operate a state vehicle, a Maine driver's license to operate that class of vehicle would be a necessary job qualification. The selected candidate **must** have the necessary job qualifications.

B) Establish desirable job qualifications for performing the job functions.

Example: It may be desirable for an applicant for a forest ranger position to have carpentry skills. However, carpentry skills **are not required** to perform the job of forest ranger. An applicant cannot be disqualified on the basis of not having desirable job qualifications.

3. Establish criteria for evaluating candidates' qualifications. Generally there are four categories in which most qualifications fall:

- A) knowledge, skills and ability related to the job
- B) intelligence/ problem-solving
- C) motivation
- D) interpersonal skills/place in the work unit

The weight placed on this criteria should reflect the job qualifications. For example, if job knowledge and technical skills are the only required job qualifications, the most weight would be placed on the applicants' responses in this area (A above). If a job requires public relations work, more weight might be given to areas such as problem solving (B) or interpersonal skills (D).

4. Methods of evaluating a candidate's qualifications include but are not limited to the following:

- A) interview
- B) references
- C) testing/training
- D) education/experience
- E) work/writing samples

Job knowledge, skills and ability as well as one's intelligence or problem solving ability can be measured objectively through interview questions or testing.

Motivation and interpersonal skills involve subjective assessment on the part of those people evaluating candidates. References and interview questions are tools for making this assessment.

5. Other considerations in selection:

- A) Contract rights - some bargaining units, e.g., OMS, have additional rights related to hiring, seniority, etc.
- B) Affirmative action goals - in evaluating "substantially equally qualified" candidates, one must consider the department's goals for affirmative action related to the position.

If you have questions, contact Catherine Ward, AAO. A booklet, "Tips on Interviewing and Selection of Employees" is available. More detailed information on selection methods with a focus on interviewing will appear in the August *Bulletin*.

## Personnel News

### Promotions:

John Polackwich - Park Mgr., Ferry Beach  
Danny Reed - Park Ranger, Lily Bay  
Jay McIntosh - Park Mgr., Damariscotta Lake  
Julie Flanagan - Park Mgr., Swan Lake  
John Cooke - Park Ranger, Reid  
Claudette Desautels-Forest Watchman to Ranger II, Gray  
Les Thornton- Forest Ranger III to Ranger IV, Old Town  
Russell Beauchemin- Forest Ranger III to Ranger IV, Greenville  
Greg Hesslein- Forest Ranger II to Ranger III, Gray

### Transfers

Gordeen Noble- Park Mgr., Range Ponds in Poland.  
Arnold Martin- Escourt to Allagash, For. Ranger II  
Lance Martin- Musquacook to Escourt, Forest Ranger II  
Harry Doughty- Asst. Reg. Ranger to Dist. Ranger, Greenville  
Carol Aubin- Cook Hill to Cooper Tower, Watchman  
Bob Ross- Administrative Services to Storekeeper, Fire Control, Bolton Hill

### Retirements

Russ Horning, Asst. Reg. Ranger, S. Region, 6/30 (31 yrs.)  
Bill Orcutt, District Ranger, Greenville, 4/30 (20 yrs.)  
Kendall Allen, Forest Ranger II in Old Town, 6/30 (19 yrs.)

### New

Rick Henion-Forest Ranger II,  
Charles Platt- Forest Ranger II, Millinocket  
Garnett Robinson- Forest Ranger II, Meddybemps  
Courtney Hammond- Forest Ranger II, Blue Hill  
John Roberts- Forest Ranger II, Greenville  
Robert Southard-Forest Ranger II, Old Town  
Robert Irvine- Aircraft Mechanic, Old town  
Terri Harris- Forest Watchman

### Resignation

Bob Alexander, Norway Bluff, Watchman.

## Cooperation Gets Bridge Built on Time

The Natanis Point Bridge at BPL's Chain-of-Ponds Unit was repaired just in time for the busy Memorial Day weekend. The bridge, which had to be completely rebuilt after washing out this past winter, provides access to a popular campground nearby. Completion of the project was a cooperative effort that would not have been possible without the assistance we received from LURC, Real Property Division, and IF&W.

## Tina Wormell to go to Russia

Tina Wormell, Assistant Team Leader on the Maine Conservation Corps (MCC) Roosevelt Campobello International Park project, has been selected to work in the Soviet Union for a month as part of a conservation corps exchange.

The California Conservation Corps (CCC) is organizing the exchange, and Tina will be one of only two participants who are not from California. The group of 31 Americans will be in the USSR from mid-August to mid-September. They will work on historic restoration, natural spring development and ecological work in a national park, all near Moscow. A similar group from the USSR will be working in California.

Tina, who has worked with the MCC for five years, will be a senior at the University of Maine at Machias when she returns this fall.

Having been selected, Tina's next big challenge is to raise the \$1,500 needed for air fare which is not being provided by the MCC, CCC or KMO (the Soviet counterpart).