



P.O. Box 1127  
Roseburg, OR 97470  
Tel: 541-673-0141  
Fax: 541-440-2516 or 541-440-1573

## **Road Administrator Job Opening**

### **The Company:**

Lone Rock Resources is a fourth-generation family-owned timber company with a proud past and an exciting future. We manage approximately 150,000 acres in southwestern Oregon where we have been in business since 1950 and have a well-earned reputation as one of the top private forestry companies in the Pacific Northwest. Lone Rock is a fully integrated forest management company involved in a wide spectrum of forest activities including having in-house cutting, logging, trucking, road construction crews, engineering, land surveying, silvicultural operations, inventory, GIS, logging administration, and log marketing. Lone Rock's mission is to manage our forestlands for the greatest enduring value while enhancing the environmental, social, and economic integrity of our lands and communities.

### **Position:**

Lone Rock Resources is seeking candidates for a Road Administrator. The successful candidate will work in Lone Rock's Engineering and Surveying department where he/she will join a team of hardworking, talented, and dedicated licensed engineers and surveyors who thrive in performing exceptional work in a productive environment. We are looking for a motivated team player who will provide quality input to our diverse company structure. The successful candidate will have the opportunity to work in one of our Roseburg, Myrtle Point, or Central Point offices, with an operating field within Coos, Curry, Douglas, Jackson, Josephine, and Lane Counties.

In a typical year, the Lone Rock Engineering and Surveying Team performs design, engineering, and layout of 60 miles of both new road construction and reconstruction, including culvert and bridge design and road maintenance. In addition, Lone Rock also surveys over 40 miles of property lines annually. Successful candidates for the Road Administrator position will demonstrate a willingness to work with state-of-the-art equipment while striving to increase accuracy, efficiency, and effectiveness for company operations.

### **Job Duties:** Included, but not limited to:

- Road layout, design, field narration, and road staking
- Developing, managing, and overseeing road and bridge/structure inventory
- Neighbor crossing plat submittals
- Road project pre-work compiling and file management
- Road construction contract administration and inspections
- Road winterization oversight
- Property line traversing and marking
- Timber fire suppression

### **Required Qualifications:**

- 4-year bachelor's in a Forestry or Engineering related degree
- Proficient in using computers with specific knowledge of GIS, CAD, and Microsoft Office Suite
- Good interpersonal communication skills and ability to work well with others
- Good analytical and organizational skills
- Ability to travel to different job locations within Southwest Oregon
- Ability to work independently
- A valid driver's license and a good driving history

**Preferred Qualifications:**

- 1+ years of experience in an Engineering and/or Forestry related field
- 1+ years of experience in contract administration for road construction and/or logging related projects
- Experience/knowledge with ArcGIS Pro and Field Maps

**Physical Requirements:**

- Physically able to work in harsh terrain and in various environments in inclement weather
- Walking and standing up to 10 hours per day in various terrain and weather conditions
- Carrying equipment up to 50 lbs.
- Working in an office environment up to 10 hours per day

**Benefits:** A Full Time Salary Exempt Position with:

- Medical, Dental, and Vision Coverage
- 401(k) with a company match and a discretionary Profit-Sharing Plan
- Paid Time Off and Holiday Pay
- Life Insurance, Long-Term Disability, and Paid Medical Family Leave
- Company pickup truck
- Company cell phone

Lone Rock Resources is a drug free equal opportunity employer.

Please submit application and resume to Human Resources by March 15<sup>th</sup>, 2024:

Lone Rock Resources  
Attn: Marybeth Spence  
PO Box 1127  
Roseburg, OR 97470  
[mspence@lrtco.com](mailto:mspence@lrtco.com)  
541-673-0141 Ext. 300

Please direct questions regarding this position to:

Weston Addington  
[waddington@lrtco.com](mailto:waddington@lrtco.com)  
541-673-0141 Ext. 356