

POSITION ANNOUNCEMENT

Forest Health Project Coordinator I/II

Project Coordinator I/II, in collaboration with other staff, will help develop, promote and implement resource conservation projects for vegetation management, fuels reduction, forest health, habitat restoration, and watershed stewardship projects. Position will be involved in all aspects of resource conservation projects from concept to completion, including initiating contact with cooperators, public outreach, identifying needs and planning processes, environmental compliance, supervising implementation, monitoring, and detailed reporting.

Other responsibilities will include writing grant proposals, conducting community outreach and education, participating on technical advisory committees, and working collaboratively with staff, partner organizations, and agencies to provide input on technical documents and reports. The ideal candidate is a team player with a diverse skill set who can work effectively in a collaborative environment and is self-directed.

This is a full-time supervisory position with flexible scheduling, paid leave, and medical benefits. The position works under the direct supervision of the District Manager. District employees are subject to normal management reviews and serve at the discretion of the Board of Directors.

MINIMUM QUALIFICATIONS:

- Project Coordinator I/II: A four-year college degree in a natural resource related field, such as forestry, ecology, biology, botany, environmental sciences or related field.
- Project Coordinator I: Three-years or more of combined education and professional experience in natural resources, developing, coordinating, and implementing resource-related projects, including managing project budgets and personnel.
- Project Coordinator II: Five-years or more of direct professional experience in natural resources, developing, coordinating, and implementing resource-related projects, including managing project budgets and personnel.
- Proficient with Microsoft Office, ESRI ArcGIS, and GPS software and hardware, with the ability to effectively manage data.
- Self-directed, with supervisory experience and the ability to prioritize and coordinate workload, both independently and as part of a team.
- Ability to develop and maintain partnerships with landowners and other agencies.
- Excellent oral and written communication skills, and organizational skills.
- Ability to perform physical labor outdoors in rugged terrain and in inclement weather.
- Valid California driver's license with a clean driving record.

DESIRED QUALIFICATIONS:

- Knowledge of local, state and federal environmental policies and regulations pertaining to resource management programs, including NEPA and CEQA processes.
- Knowledge of Landowner assistance programs such as Cal-Fire CFIP and NRCS EQIP programs.
- Possession of professional licenses and/or training such as RPF, Arborist, Engineer, USFS NEPA Interdisciplinary Team Leader, Archaeologist, or other professionally recognized license or training.
- Knowledge of forestry practices for forest health, fuels reduction, prescribed fire for vegetation management, and watershed restoration.
- Experience managing heavy equipment contracts and operations, related to forestry projects, erosion control, revegetation, and watershed restoration.
- Knowledge of threatened and endangered species, carbon sequestration, rare and sensitive plant surveys, and wetlands delineation.

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- Knowledge of native plant identification, collection and propagation, and revegetation techniques.

DUTIES:

Position duties may include the following depending on program needs:

- Responsible for site-specific planning, design and construction activities for all phases of multifaceted projects.
- Develop and supervise proposal development for future projects.
- Design and implementation of forestry and fuels reduction projects.
- Assist with preparation of and oversight of project contracts.
- Supervise staff and participate in personnel performance evaluations of subordinate staff.
- Oversee heavy equipment operation.
- Supervise on-site inspections to evaluate progress and contractor compliance with plans, specifications and overall project objectives.
- Maintain daily log of activities including instructions and change orders.
- Conduct project monitoring to evaluate results and trends, and recommend improvements to project designs.
- Develop detailed reports and presentations for projects.
- Other duties as assigned.

Work Environment:

Office and field work. Depending on the season and project locations, this position may require camping out at or near the job site during the field season workweek. Per Diem is paid for overnight details. Depending on the season and program needs, the average workweek will change at times. Typical workweeks are four 10-hour days or, five, 8-hour days. The TCRCD is a family friendly organization that recognizes the need for flexible scheduling.

Salary Range:

\$20.00 to \$27.07 per hour

To Apply:

Send resume and cover letter to:

Trinity County RCD
Attn: Kelly Sheen
P. O . Box 1450
Weaverville, CA 96093

Or bring to office:

30 Horseshoe Lane
Weaverville, CA 96093

Or email to:

ksheen@tcrd.net

Closing Date:

January 11, 2019 (5:00 pm PST)