



Job Title: Forestry Project Manager
Department: Forestry
Reports To: Forestry Director
FLSA Status: Non-Exempt
Prepared Date: April 2024
Salary: \$72,000-\$97,000 annually

BACKGROUND

Located in beautiful Placer County, the Placer Resource Conservation District (District) seeks to fill a full-time position for a Forestry Project Manager. Resource Conservation Districts (RCDs) across California serve as local hubs for conservation, connecting people with the technical, financial, and educational assistance they need to conserve and manage natural resources. RCDs help landowners, land managers, government agencies, and others to voluntarily protect, restore, and enhance natural resources on private and public lands. A defining characteristic of RCDs is that our assistance is non-regulatory, confidential, and free.

SUMMARY

The District is seeking a new Forestry Team member to manage projects to improve wildfire resiliency forest health in Placer County. Projects include landscape-scale fuel breaks, post-fire restoration and reforestation, hazard tree removal, prescribed fire, education, and outreach. The position is a full-time, non-exempt role, working approximately 40 hours per week. The position will report to the Forestry Director and will work with other staff as needed to ensure the successful implementation of forestry projects. The position will work closely with a broad array of partner organizations, government agency staff, and public and private landowners.

SUPERVISORY RESPONSIBILITIES

This position does not currently have supervisory duties, but this is subject to change

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Collaborate with partners and stakeholders to develop, fund, and implement forestry projects including strategic fuel breaks; prescribed burning; forest stand improvement and invasive species removal, and revegetation
- Assist in writing grants; Manage grants and contracts; Track and oversee budgets and deliverables
- Manage contractors and consultants to plan, design, implement, and monitor forestry projects
- Coordinate with staff, project partners and consultants to develop required environmental documentation and permits

- Oversee monitoring activities, including collecting data in the field, data entry, equipment preparation and maintaining supplies
- Build and maintain relationships with key contacts at partner organizations, including but not limited to CAL FIRE, USFS, Placer County, CA Fire Safe Council, state conservancies, and aligned non-profits
- Manage communications between project partners, funders, and stakeholders
- Respond to landowner requests for technical assistance
- Assist staff on projects as assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Successful applicants will “wear many hats” at the RCD. The requirements listed below are representative of the knowledge, skill, and/or ability required

Minimum Education/Experience

- Bachelor degree and 5 or more years of professional experience with focus in forestry, environmental studies, natural sciences, resource management, watershed science, conservation planning, or related field
- Experience developing, planning, implementing and monitoring forestry projects
- Proficient in Microsoft Office, ArcGIS, and GPS

Knowledge and Skills

- Knowledge of forestry, vegetation management, wildfire behavior, watershed stewardship and conservation, resource management, basic hydrology, basic soil science, native plant, and animal communities, and/or restoration ecology
- Strong technical, administrative, communication, and interpersonal skills
- Strong written and verbal communication skills and ability to work with a variety of people with diverse interests and temperaments
- Strong computer skills, including Word and Excel
- Highly organized and motivated self-starter with the ability to prioritize
- Creativity, sense of humor, “can do” spirit, collegiality, flexibility, strong desire to learn

Required Licenses, Registrations, etc.

- Valid California driver’s license, clean driving record, and current auto insurance
- May be required to use personal vehicle for work duties. The District will reimburse mileage at the federal rate

Desired qualifications

- Registered Professional Forester
- Familiarity with local threatened and endangered species, including habitat needs and legal protections
- Familiarity with local, state, and federal permits required for environmental/forestry projects

Physical and Emotional 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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The inability to cope with a stressful work environment does not constitute a protected disability.

While performing the duties of this job, the employee is required to:

V – Very Often / F – Frequently / O – Occasionally / R - Rarely							
Sit	F	Use keyboard	F	Stoop, kneel, crouch or crawl	F	Hear	F
Stand	F	Use hands to feel	F	Climb or balance	F	Talk	F
Walk	F	Reach with hands/arms	F				

This work may include climbing in and out of streams, lifting, carrying supplies and equipment, planting, etc. during all seasons.

Must frequently lift or move up to 50 pounds. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the work environment can range from very quiet to very noisy.

Frequent exposure to outside weather conditions including wet, hot, cold, and humid conditions. Frequent exposure to moving mechanical parts. Frequent exposure to ambient air, temperature extremes, fumes or airborne particles, smoke, traffic, and toxic or caustic chemicals. Frequent exposure to poison oak. Occasional exposure to bee stings, and other biting and stinging insects.

BENEFITS

This position includes a generous benefits package including:

- Calpers pension (PEPRA)
- Calpers 457(b) retirement plan (optional, employee contribution only)
- 14 paid holidays annually
- 80 hours vacation time (year 1, increasing at years 2,5, and 10)
- 104 hours sick time, (annual, accrued)
- Health insurance benefits
- Vision and Dental- District paid premiums
- Employee Assistance Program
- \$50,000 Life Insurance Policy

In addition, we offer flexible work hours and telecommuting (working remotely) as approved by the supervisor. However, this position requires you live in proximity to Placer County to access field sites, and employees are expected to work in the office weekly.

APPLICATION INFORMATION

- To apply, email a cover letter, resume and three or more references to sarah@placerrcd.org.
- Priority Applications will be accepted through May 12, 2024, the position is open until filled.
- The District is an equal opportunity employer. Candidates reflecting the social and cultural diversity of California are strongly encouraged to apply.