



## Job Announcement

**Position Title:** Assistant Project Manager/ Herbicide Applicator

**Opens:** October 16<sup>th</sup>, 2019

**Closes:** Until filled

**Start Date:** First week of January 2020

**Employment Class:** Full Time, At-Will, Non-Exempt, 40hrs a week

**Wages:** \$18.50-20.50/hr., depending on qualifications

**Benefits:** 8 holidays, paid time off, retirement match, and a benefits bonus (health stipend) in lieu of insurance. Benefits become available following successful completion of a 90-day probationary period. Flexible winter schedule.

**Location:** Monument, Oregon (see additional location description below)

### **Position Summary**

The Monument Soil & Water Conservation District (MSWCD) is a local special district in eastern Oregon whose mission is to take available technical, financial, and educational resources and coordinate them so that they meet the needs of the local land user for conservation of soil, water, and related resources. MSWCD is a nonregulatory entity that works on a voluntary basis with landowners and other cooperators through a variety of grant funded programs. MSWCD seeks a highly qualified and motivated candidate to assist the Senior Project Manager in administering programs and services to landowners and other natural resource partners, including various local, state, and federal agencies, tribal organizations, watershed councils, and non-government organizations. Primary resource concerns include noxious weed control, juniper woodland expansion, agricultural water quality concerns, range and forest improvements, instream passage and habitat projects for ESA listed steelhead, and monitoring of previously implemented projects. This position includes providing landowner technical assistance; use of GIS software to create maps and plan/monitor projects; handling and sale of herbicides; herbicide applications for private and public land managers; broadcast seeding for range and riparian restoration; reporting and monitoring of environmental projects. Strong written and verbal communication skills are required as the Assistant Project Manager regularly interacts with the public as part of daily duties. Successful applicant must be able to obtain an ODA Public Pesticide Applicator's license with Regulatory Weed Control endorsement within 90-days of employment. The Assistant Project Manager is directly supervised by the MSWCD Senior Project Manager.

### **Duties/Responsibilities**

- Strategically help implement conservation projects, including projects with landowners, contractors, engineers, regulatory agencies, and conservation partners to ensure project success.
- Build and maintain collaborative relationships with private landowners, local/state/federal agencies, tribal entities, and other conservation organizations to successfully plan and implement conservation projects.

- Apply herbicides for noxious weed control using backpack sprayers and ATV mounted equipment according to all applicable laws and MSWCD guidelines, record required data logs, and submit necessary documentation for each pesticide application.
- Calculate herbicide application rates, calibrate application equipment, properly mix spray solutions, identify targeted weed species, and apply herbicides at the proper rate.
- Conduct in-field project restoration and monitoring, including; felling and piling juniper, water temperature monitoring, stream flow monitoring, steelhead surveys, and maintenance/stewardship of the MSWCD weather station and stream gaging station.
- Assist customers with herbicide purchases and weed treatment recommendations.
- Provide services to landowners and conservation partners, including herbicide applications (weed spraying), seed broadcasting, range drill rentals and use, GIS mapping services, and any other services the District may provide.
- Provide technical assistance to landowners and other members of the public on a variety of resource related topics including noxious weed identification and control; upland, riparian, and aquatic (streams/rivers) habitat management; agricultural water quality rules; and other local land use laws and regulations. Conduct site visits, surveys, and inventories to help develop recommendations of potential conservation measures.
- Operate handheld GPS equipment to document locations of physical features and record paths of herbicide applications, weed infestations, and other project components.
- Attend meetings as directed.
- Attend relevant professional development trainings, conferences, tours, and seminars as directed.
- Work independently or as a team member with the Senior Project Manager, District Manager, and other resource management partners.
- Often work alone in remote, isolated locations for long durations under challenging environmental conditions (refer to Working Conditions below).
- Operate MSWCD vehicles and equipment in a safe, responsible manner, maintaining operation logs as required.
- Maintain work and data logs to submit to the Senior Project Manager.
- Greet and interact with landowners and all other office visitors in a professional, courteous manner.

### **Required Qualifications**

- Bachelor's degree or equivalent experience in natural resources (e.g., range, wildlife, fisheries, forestry, soil science), environmental sciences, ecology, biology, or another related field
- Two or more years work experience in a related field
- Proficiency with Microsoft Office software.
- Experience with ESRI ArcMap software to create maps and analyze spatial data.
- Ability to read, interpret, and use maps, aerial photography, and soils information to plan and implement restoration projects.
- Ability to identify native and non-native plants
- Strong verbal communication skills
- Valid driver's license and acceptable driving record

- Possession of an ODA Public Pesticide Applicator's license with Regulatory Weed Control endorsement within 90-days of employment

### **Desired Qualifications**

- Experience using field-based monitoring equipment (e.g. HOBO temp loggers, flow meters, etc.), collection methods, data processing, and presentation
- Knowledge of eastern Oregon noxious weed identification and treatment methods, along with prior weed treatment experience
- Prior experience using chainsaws and other power tools, under supervision or alone
- Knowledge of working ranch or farm operations and practices
- Public service experience

### **Working Conditions**

Work conditions include both office work and field work. Office work will include use of computers, and professionally greeting/assisting members of the public in-person and over the phone. Normal work days and hours are Monday-Friday between the 7:00am and 4:00pm. Infrequent weekend work may be required, along with early morning start times and/or later evening ending times. Occasional overnight travel may be required. Occasional use of the employee's personal vehicle may be required and is reimbursable based on current state mileage rates.

Field work includes:

- Repeatedly lifting up to 50 lbs.; occasionally lifting up to 80 lbs.
- Work in adverse weather conditions (i.e., hot, cold, rainy, windy, and/or dusty) and/or terrain (i.e., rocky, steep, muddy, slippery), at times for extended periods
- Occasional work in either standing or flowing water in ponds, streams, and rivers
- Working with both general-use and restricted-use pesticides, specifically herbicides
- Working independently and in remote locations
- Operating 4-wheel drive vehicles and ATV/UTV
- Operating pesticide application equipment and safely applying herbicides
- Pulling trailers loaded with equipment both on the highway and to off-road locations
- Loading and unloading of equipment from the back of pickup and trailers
- Chainsaw work

### **Civil Rights Responsibilities**

MSWCD is an Equal Opportunity Employer and Provider. The hiring process for, and performance of, the MSWCD Assistant Project Manager will be in accordance with all applicable local, state, and federal laws for equal employment and other required civil rights statutes. The Assistant Project Manager will apply administrative procedures to assure projects, programs, and services are delivered without regard to race, color, age, national origin, gender, religion, political beliefs, disability, sexual orientation, marital or family status, or other protected class.

### **Location Description**

The MSWCD office is located in Monument, Oregon in northwest Grant County. This rural, eastern Oregon community, sets on the banks of the North Fork John Day River which is one of the longest undammed river systems in the United States that is managed for wild stocks of salmon and steelhead. The area's abundant outdoor recreation opportunities include hiking, camping, hunting, fishing, and exploring the county's rich mining, logging, and agricultural history. The town of Monument has 125 residents, a 1A classification school (K-12), small store and gas station, and volunteer fire and ambulance service. The John Day/Canyon City area is the population hub of Grant County and is located approximately one hour (58 miles) from Monument. John Day and Canyon City have 2,300 residents with additional services including a region hospital, full grocery store, and several restaurants and hotels. Applicants should be prepared to live and work in a rural location without some of the amenities of more urban settings.

For more information about the local landscape, outdoor opportunities, and activities, please visit our website at [www.monumentswcd.org](http://www.monumentswcd.org)

### **Application Process**

To apply, please submit the following materials:

- **Cover letter**
- **Resume** (must include phone and email address, dates worked in each position, relevant job experience, and supervisor contact information)
- **References** (include address, phone number, and email for three professional references other than current or immediate past supervisor)
- **Brief written summary of accomplishments applicable to this position** (limited to two pages, 12-point font)

Application materials may be emailed in PDF format with scanned signature (cover letter) to [mswcd@centurytel.net](mailto:mswcd@centurytel.net) or mailed to:

Monument SWCD  
PO Box 95  
Monument, OR 97864

It is the applicant's responsibility to ensure application materials are received on time, regardless of application method. Selection process will include an interview (phone or in-person), verification of education, and contact of references. Successful applicant will be required to pass a background check.

The Monument Soil & Water Conservation District reserves the right to reopen the submission period if a suitable candidate is not identified or request additional materials of applicants to best determine their qualifications.

For more information contact Lauren Street, Senior Project Manager, at 541-934-2141 or [mswcd@centurytel.net](mailto:mswcd@centurytel.net)