



Job Announcement: Riparian Restoration Project Manager

Posting Date: June 13, 2022

Closing Date: Open until filled; First review begins June 24, 2022

Position Title:	Riparian Restoration Project Manager
Supervised By:	Restoration Ecologist
Supervises:	Restoration Technicians (regular and seasonal), contract restoration crews, Volunteers and Interns involved in planting, nursery maintenance and vegetation monitoring
Classification:	Regular Full-Time, -Exempt (salary)
Work Schedule:	Generally, works five 8-hour days (Monday through Friday) with flexibility to work some remotely from home, as well as flexibility to work seasonally 4-ten hour days (Monday-Thursday).
Pay Range:	\$54,000 to \$64,000 annually (depending on qualifications and experience) plus benefits (medical, vision, retirement, vacation, sick and holiday pay)

Position Summary:

The Riparian Restoration Project Manager is responsible for planning and implementing all of the Skagit Fisheries Enhancement Group's (SFEG) riparian restoration projects. These projects include grant funded projects, contract work with partners, community volunteer events, and school plantings within the SFEG's regional boundaries (i.e. the Skagit and Samish River watersheds, northern Whidbey Island, and San Juan Islands). This involves oversight of 4-8 separate grants/contracts with cumulative annual budgets of more than \$1 million. The Riparian Restoration Project Manager also supervises two regular Restoration Technicians, and up to three seasonal restoration technicians, and directs and oversees AmeriCorps contract crews from the Washington Conservation Corps (full time 6-person crew) and EarthCorps (occasional 6-person crew).

MAJOR DUTIES AND RESPONSIBILITIES:

1. Works with the Restoration Ecologist and Stewardship Coordinator to identify potential planting sites.
2. Works with Restoration Ecologist and Executive Director to develop grants, contracts and budgets for riparian planting projects.
3. Effectively communicates and coordinates work activities with Restoration Ecologist, Executive Director, and Outreach Manager
4. Develops planting plans and budgets; prepares grant applications for riparian planting projects.
5. Represents SFEG with landowners and project partners. Performs outreach to educate landowners about healthy riparian areas and to secure permission to do riparian restoration work.
6. Follows SFEG purchasing guidelines to order plants, planting materials, and rental equipment.
7. Recruits and supervises up to five Restoration Technicians including daily work planning, timesheet tracking and approval, and annual performance evaluations

8. Oversees SFEG's WSC IP and volunteers to effectively operate and maintain SFEG's native plant nursery. Provides a report on nursery operations to the Restoration Ecologist annually.
9. Develops work scopes, schedules and manages contracts for crews from the WCC, Whatcom County Corrections, EarthCorps or other organizations.
10. Conducts QA/QC inspections to confirm that work performed by staff and crews is consistent with SFEG standards.
11. Ensures that daily log records of field activities are kept, maintained and shared with Restoration Program Coordinators and Restoration Ecologist on a regular basis.
12. Generates crew invoices and updates match database monthly to document cost share contributions.
13. Coordinates SFEG's vegetation monitoring program, including writing grants to secure funding, recruitment and training of interns and volunteers, and preparing annual reports describing the results to funders.
14. Coordinates, directs, and attends weekend planting and nursery work parties with volunteers in spring and fall.
15. Works with SFEG's Outreach Manager to plan and complete school service learning planting projects.
16. Maintains riparian planting GIS database to provide record of the location and other relevant data for all planting sites.
17. Accurately tracks deliverables and budgets for multiple grants. Reviews requests for reimbursement for grants and contracts pertaining to riparian programs and provide progress reports as needed.
18. Perform other related duties as assigned.

REQUIRED EDUCATION, EXPERIENCE AND TRAINING FOR POSITION:

- Bachelor's degree in botany, forestry or other watershed science related field with an emphasis on habitat restoration.
- Two years professional experience in planning, implementation, maintenance, and monitoring of riparian or habitat restoration projects.

REQUIRED SKILLS/KNOWLEDGE/ABILITIES FOR POSITION:

- Proficient knowledge of native plant species and growing conditions.
- Demonstrated ability to secure grant funding, manage grants and be fiscally responsible by preparing budgets, working within them, and following purchasing guideline requirements.
- Knowledge and experience related to identification and treatment techniques of invasive species specifically those associated with riparian and floodplain areas.
- Understanding of habitat needs of salmonids.
- Familiarity with native plant growing needs in a nursery setting.
- Demonstrated ability to communicate effectively both in verbal and written format.
- Ability to interact positively with and motivate a wide range of people, including staff, volunteers, landowners, public agencies and other stakeholders. Conveys information clearly and concisely.
- Experience supervising and providing leadership to field technicians and restoration crews.
- Ability to manage and communicate with contractors.
- Ability and willingness to work Saturdays in March, April, and November to lead community planting events and at other Saturdays as needed (e.g. vegetation monitoring training workshop).

- Experience training and directing volunteers.
- Ability to operate four wheel drive truck with trailer.
- Experience preparing written progress reports in an accurate and timely manner.
- Experience applying herbicides according to Washington State laws. Ability to oversee the application of herbicides according to Washington State laws.
- Willingness to perform duties in all types of weather and terrain. Able to perform physically demanding manual labor outdoors, at remote locations, on difficult and hazardous terrain in all types of weather.
- Proficient with computers and the use of Microsoft Office and ARCGIS software
- Must be able to provide own transportation when SFEG vehicles are not available. Approved mileage will be reimbursed.
- Strong ability to work both independently and as part of a multidisciplinary team.
- Ability and willingness to follow direction and take initiative while maintaining a positive attitude.

REQUIRED LICENSES OR CERTIFICATIONS:

- Must have and maintain throughout employment a valid Washington State Driver's License
- Current CPR and First Aid Certification. If not current must be able to successfully complete certification within 6 months of employment.
- Washington State Herbicide applicator certification required; if certification is lacking, must demonstrate willingness to obtain certification within 6 months.
- As per SFEG's personnel policies, SFEG will conduct a background check on any volunteers or employees who will work with children and other vulnerable populations
- SFEG is a fully vaccinated employer, so the successful candidate must show documentation of full vaccination against Covid-19 before beginning employment.

PHYSICAL REQUIREMENTS *(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.):*

- Able to perform frequent, physically demanding work, in the outdoors, at remote locations, on difficult terrain in all types of weather.
- Must be able to lift 40 lbs into and out of trucks
- Walk up to 3-miles over steep or uneven terrain
- Capable of performing repetitive tasks (planting trees, using hand or power tools, working at computer keyboard) for extended periods of time with appropriate breaks and PPE..

TO APPLY:

A complete application includes: a letter of interest, resume, answers to the attached supplemental questions, and a list of three professional reference contacts.

Send application materials to:

EMAIL-preferred (as **one pdf** document) to (due to risk of viruses, only pdf's will be opened):

kmurray@skagitfisheries.org

Subject Line: Riparian Restoration Project Manager position

This position is open until filled. The first review of applications will begin June 24, 2022 in preparation for interviews being scheduled for June 29 and 30.

For more information please visit www.skagitfisheries.org
or contact Kristin Murray at 360-336-0172 x302 or kmurray@skagitfisheries.org

**Supplemental Questions for
Riparian Restoration Project Manager Position:**

Please provide answers to the following three supplemental questions with your application.
Please do not to exceed 2 pages of writing using standard font and margins.

1. The Riparian Restoration Project Manager position requires working with partners and landowners to develop projects, and preparing grant proposals to fund that habitat restoration work. Tell us how you would approach development of a project to restore riparian habitat: How would you identify potential project sites? What are key factors that need to be evaluated and why? What aspects of the project would you highlight to make the project stand out and be competitive for grant funding?
2. Climate change is predicted to alter habitat conditions in western Washington, including the Skagit River basin over the next 50 years. Describe the changes that you believe might be expected to occur in our region and the key physical, biological and social attributes that need to be addressed to develop a riparian restoration project that addresses climate change.
3. One of the major factors impacting riparian habitat in the Skagit basin is the prevalence of invasive plant species such as knotweed and Himalayan blackberry. How would you approach controlling these and other weed species on a large (>10 acre) restoration site in support of a planting project. How would you deal with concerns of neighboring landowners about things like use of herbicide, or the spread of agricultural weeds from the restoration area to neighboring agricultural properties.