

Pierce Conservation District

Job Announcement

Habitat Improvement Coordinator

Nature and Purpose of the Position:

The position of Habitat Improvement Coordinator is a technical position of the Pierce Conservation District with an emphasis on knotweed control. This position requires flexibility within defined job duties and is expected to eventually incorporate a greater emphasis on habitat restoration. This position reports to the Habitat Improvement and Environmental Education Program Director. This is a full-time, non-exempt position.

Duties and Responsibilities:

The primary responsibility of the Habitat Improvement Coordinator is to manage the Nisqually and South Prairie Creek Knotweed projects in addition to other knotweed projects upon request. Secondly, the Habitat Improvement Coordinator should be an in-house and public resource for management of other invasive and/or noxious weeds. Third, this person will assist the Habitat and Education Program as needed, with an anticipated increase in habitat restoration work as knotweed becomes sufficiently controlled.

The individual in this position must have familiarity with invasive weeds, native plants, and vegetation communities common to Pierce County; experience with Trimble GPS units, Arc View, and GPS mapping software; be able to apply chemical herbicides and record their use; work cooperatively and professionally with partners and members of the public; be physically able to negotiate all types of terrain and weather conditions; be self-directed and follow through on assignments in addition to working as part of a team; and use sound judgment in an ever changing work environment.

In addition to the following major job responsibilities outlined below, the person in this position will also take on other duties as assigned by his/her supervisor(s).

Knotweed Control

The primary responsibilities of the Habitat Improvement Coordinator will be to use GPS Trimble units to map knotweed and use Integrated Pest Management practices to treat knotweed in project areas. This position will include both field and office work. Specific duties include the following:

1. Map knotweed stands within 100'-200' along priority water bodies and their tributaries as well as floodplain areas using GPS Trimble Units.
2. Treat knotweed stands within 100'-200' of priority water bodies and their tributaries as well as floodplain areas.
3. Obtain "Permission to Access Forms" from landowners along priority water bodies and their tributaries.
4. Obtain "Permission to Spray Forms" from landowners along priority water bodies and their tributaries.
5. Create maps utilizing Arc GIS applications of identified knotweed locations for daily crew work and required project reporting.
6. Provide assistance with miscellaneous administrative, clerical, and outreach aspects of the project.

7. Prepare reports for funders and other parties as directed by the Grant Administrator to comply with grants and reporting periods.
8. Lead and participate in education and outreach events related to knotweed eradication as necessary.
9. Facilitate the Nisqually Cooperative Weed Management Area group and give presentations to funders, stakeholders, and other audiences upon request.

Project Management

The Habitat Improvement Coordinator is responsible for planning knotweed project(s) and seeing that projects are completed successfully, within the given budget and deadline. Specific duties include the following:

1. Define knotweed project(s) scope, goals and deliverables in collaboration with grant requirements and project stakeholders.
2. Build and support a strong network of stakeholders within knotweed project(s).
3. Oversee quality of activities within project.
4. Estimate the resources and participants needed to achieve project goals.
5. Plan and schedule timelines and milestones of knotweed project(s).
6. Track knotweed project budget, milestones, and deliverables.
7. Proactively manage changes in project scope.
8. Communicate project plans, expectations, status, needs, etc. to team members and stakeholders.
9. Participate in grant writing and seeking other revenues to continue the program as necessary.

Crew Management

As resources are available, the Habitat Improvement Coordinator will be responsible for overseeing Knotweed Technicians and/or field crews. Specific duties include the following:

1. Project coordination between Pierce Conservation District, partners and stakeholders, and technicians/crew.
2. Coordinate and direct technician/crew activities, including but not limited to surveying, bending and treating knotweed, contacting landowners, and planting.
3. Supervise quality and quantity of work completed by technician/crew.
4. Train technicians/crews in Pierce Conservation District methodology and ethics.
5. Manage resources and work load for optimal efficiency.
6. Ensure correct use of equipment, chemicals and vehicles.
7. Perform regular site visits.
8. Facilitate crew safety, well-being, and morale.

Pierce Conservation District Projects

As Pierce Conservation District receives funds for various projects and programs, the Habitat Improvement Coordinator may be directed to expand job responsibilities and work within a different program. Until funding or District priorities change, the highest priority for this position will continue to be knotweed control.

Required Skills, Knowledge, and Characteristics:

In addition to skills required to fulfill the responsibilities above, the person in this position must have:

- WSDA Public Operator's Pesticide License with an Aquatics Endorsement (must keep current).
- Experience with GPS Trimble units, Arc GIS, and GPS mapping software.

- Experience with chemical weed control.
- Experience managing a multi-person crew.
- Academic training and/or experience in invasive plant species control methods, integrated pest management, riparian and wetland ecology, and/or natural sciences.
- Ability to work outside in all kinds of field conditions and weather.
- Ability to hike up to several miles a day over uneven terrain with a 24 lb. (or more) backpack sprayer.
- Willingness to work near fast moving water and on water craft, with exposure to insects and/or other environmental factors in the field.
- Ability to use and maintain field tools utilized for projects.
- Maintain a valid driver's license, insurance, and ability to operate a 4-wheel drive vehicle.

The person in this position must also have:

- Ability to work closely with others in both a public office and field environment.
- Ability to organize and plan own schedule of activities related to work goals.
- Ability to maintain accurate and detailed records regarding time keeping, expenses, work activities, and chemical use.
- Strong oral and written communication skills.
- Interest in and commitment to natural resources enhancement and public education.
- Service oriented attitude and constructive problem solving skills.

Salary and Schedule:

This is a full-time position consisting of 40 hours/week. Four 10-hour days are recommended during knotweed treatment season, if not year-round. Position may require some work on Saturdays or after regularly scheduled work hours. Starting pay for this position is \$3,134- \$3,889/month, depending on experience. Benefits include retirement, medical/dental/vision, as well as accrued paid sick leave, annual leave, and 10 paid holidays.

To Apply:

Please submit a cover letter describing the experience and skills you would bring to this position (not to exceed one page, single spaced), resume' (maximum two pages), and three references to the Pierce Conservation District. Mailed applications must be postmarked by June 2, 2104. If hand delivered, applications must be received at the Pierce Conservation District office no later than 4:00 p.m., June 2, 2014. Mailing and physical addresses are listed below. Electronic or faxed applications will not be accepted.

Contact Information:

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Physical Address:

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Mailing Address:

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