

Position Title: Resource Planner I – Stream Habitat Program Assistant

Kitsap Conservation District

Budget for Position: SSWM/Grants

Salary Range: Hourly: \$13.53 to \$16.13 DOE Full-Time 40 hours per week

The goals of the KCD Stream Program are to reduce stormwater quantity, improve fish passage, and improve water quality on private property in unincorporated Kitsap County. This project position is funded by a contractual agreement and scope of work between KCD and Kitsap County Surface and Stormwater Management. The successful candidate will assist the program in outreach and implementation of projects related to habitat management techniques and treatment technologies that will substantially contribute to the program's implementation and effectiveness.

Duties include but may not be limited to the following areas :

Facilitate Work Crew Projects

- Lead crew and participate in weed removal and planting projects
- Recruit weed removal and planting projects
- Maintain and track tools and equipment
- Manage crew scheduling

Backyard Habitat Grant project follow up and maintenance

- Contact landowners, document projects and offer assistance with project maintenance
- Assess sites and make recommendations to landowners for weed removal and planting
- Develop planting plans
- Create project maps using GIS
- Update and maintain project files – notes, maps, references, photos
- Enter projects into data bases

Plant Nursery Organization

- Manage and track plants used for the Stream Stewards program
- Track plant health and organize the KCD plant nursery
- Order plants for projects from other nurseries and suppliers

Education and Outreach

- Maintain and develop program brochures, handouts, photos, videos and Facebook posts
- Attend events and present information. Set up and populate the KCD booth.
- Develop presentations for events like Kitsap Water Festival and other outreach events.
- Attend environmental education meetings
- Be the primary contact and coordinate with WSU on the Stream Stewards Course/Program for any events or volunteer activities

- Assist environmental groups and volunteer groups with educational and planting events

Physical Demands:

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

- Regularly required to sit, stand, bend at the neck, bend at the waist, squat, climb, or kneel.
- Regularly required to use hands or fingers to perform simple grasping.
- Occasionally required to push or pull equipment or wheel barrows.
- Frequently required to reach above shoulder level, reach below shoulder level.
- Frequently required to lift and/or carry up to 25 pounds,
- Occasionally lift and/or carry up to 50 pounds.

Work Environment:

While performing the duties of this job, the employee: regularly drives cars and trucks and is exposed to outside weather conditions. Occasionally the employee is exposed to extremes in temperature, humidity, or wetness.

Disclaimer

This job description indicates in general terms the type and level of work performed, as well as the typical responsibilities of employees in this classification. The duties described are not to be interpreted as being all-inclusive to any specific employee. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Nothing in this position description changes the at-will employment relationship existing between the Institution and its employees.

Additionally, the candidate will work within District policy and procedures that include staff functions such as time sheets, meetings, security, and safety, as well as participate in events such as fair, tree sale, newsletter, brochures, website and other outreach activities that communicate the programs available to landowners. The candidate should be prepared to improve all skills by various training including seminars and workshops.

Qualifications:

Required:

A Bachelor's degree involving major study in natural resources with an environmental emphasis, or in a closely related field;

AND one year of experience in environmental or natural resources field work.

Desirable Skills & Qualifications

- Able to type a minimum of 40 words per minute
- Able to effectively communicate in both written and oral form
- Able to coordinate volunteers, agencies and programs to achieve program goals
- Familiarity with habitat restoration concepts and techniques
- Able to hold a Washington State Driver's License

- Accomplished in the use of MS Office software
- Beginning skills in ArcMap 10.1 GIS software

Nature/Scope: This employee may be assigned a variety of projects at one time. It is anticipated that the normal execution of duties will involve job training, site visits, public relations and education, local and out-of-town travel, and occasional extended hours. This position includes work in field situations that may involve rough terrain, inclement weather, and/or strenuous activity. The position requires the fulfillment of the District’s scope of work, scheduling of events and implementation of projects with the project team, and meeting deadlines and administrative responsibilities.

Application Instructions

The Kitsap Conservation District is an equal opportunity, At-Will employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, veterans or people with military status, and people of all sexual orientations and gender identities are encouraged to apply.

This recruitment is open until filled, with initial screening scheduled on June 6, 2014. To be considered for the initial screening, please submit an application on or before June 1, 2014. The agency reserves the right to make an appointment at any time after the initial screening date.

Approved: Board Chair	Amendment Approval Date:	Reviewed By: District Coordinator	Prepared By: J. Garitone
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