



## Yolo County Resource Conservation District

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### **POSITION DESCRIPTION PROJECT MANAGER**

Salary Range: \$21.06 - \$32.22 Hourly / \$43,805 - \$67,018 Yearly

#### Definition:

Under supervision of the Executive Director, coordinate, organize and conduct all activities of specific projects based on the project scope of work, including managing all aspects of field work both directly and in coordination with other RCD staff, managing multiple project budgets, purchasing materials and supplies, coordinating field activities, coordinating other RCD staff, collecting data, writing reports and working with the Financial Manager to develop invoices, and contributing to other general RCD work and assisting other staff as needed.

#### Duties & Responsibilities:

- As Project Manager of a 3.5-year Yolo Bypass Wildlife Area Corridor Project, coordinate with RCD field technician to manage a 21-acre native grassland and 5 miles of habitat restoration corridor plantings. Activities include extensive weed management, intensive native grass establishment and native shrub establishment in a remote wildlife area. This project also requires coordination with educational non-profit partners to complete volunteer and school-based planting events with members of the community.
- As Project Manager of two multiple-year City of Woodland open space projects, coordinate with RCD field technician to manage approximately 40 acres of established native grasses and native plants. Activities include ongoing weed management.
- As Project Manager of new and ongoing on-farm conservation projects, work with landowners, NRCS and other RCD staff to plan, implement and maintain practices such as hedgerows, field borders and riparian planting. Activities include conservation planning, planting and irrigation planning, and implementation in coordination with landowners and educational non-profit partners such as Putah Creek Council and the Center for Land-Based Learning.
- Manage multiple project budgets, coordinate field activities, and work with the Finance Manager to develop invoices, collect data and write quarterly and annual reports to the clients and grantors.
- Work with and support other staff in the installation and maintenance of other vegetation and restoration projects which may include habitat restoration design, planning, permit acquisition, implementation, volunteer planting events, maintenance and on-site consultation.
- Coordinate and collaborate with a broad array of partner organizations, agency staff and landowners.

### Other Duties:

- Assist with RCD education and outreach activities that may include workshop and public presentations and development of outreach materials.
- Help interview, train, supervise and assign tasks to project assistants, technicians and interns, as needed.
- Maintain a Qualified Applicator's Certificate with the CA Department of Pesticide Regulation
- Assist with The Center for Land-Based Learning's SLEWS program and Putah Creek Council's planting events, field meetings and professional meetings.
- Work with RCD volunteers, as appropriate.

### Knowledge & Ability:

#### Knowledge of:

- Ecosystem and watershed concepts.
- Basic farming and ranching practices.
- Site analysis, conservation planning and resource conservation practices.
- California native plant species, noxious weed species, and common agricultural crops.
- Native vegetation restoration and management techniques.
- Installation of basic drip irrigation systems.
- Project management procedures.
- Microsoft Office, especially Word, Outlook and Excel.
- Planning with maps, preferably with GIS.
- Digital file management.
- Professional email and phone communication.
- Correct English usage, spelling, grammar and ability to read and write English.

#### Ability to:

- Communicate well and be highly organized.
- Adapt to change, be mentally flexible, have desire to learn.
- Work cooperatively with people with different perspectives, priorities and temperaments.
- Work independently, be highly motivated, and be a "self-starter."
- Work occasional evenings and weekends if necessary.
- Operate a variety of modern office equipment.
- Deal with the public and present oneself in a professional manner.
- Prioritize a variable work load.
- Ability to work comfortably in the field in a variety of outdoor, and sometimes inclement, weather conditions and on uneven terrain including rock hopping, ditch hopping, lifting, planting, etc. around equipment and herbicides.
- Operate hand and power tools, an ATV, mower, string trimmer and utilize a backpack sprayer to spray herbicides.
- Operate small equipment including a Bobcat, trencher, small tractor.

### Minimum Requirements or Experience:

Any combination of experience and education which provides the required knowledge and skills is acceptable but preferably:

- Bachelor's Degree or higher in Natural Resources Planning, Plant or Soil Sciences, Ecology, Agriculture, Biology, Environmental Science or a related field of study or five (5) years field and management experience in vegetation management, watershed planning and restoration work, including specific experience with integrated vegetation management techniques to control invasive species, including prescribed fire, herbicide application and manual control.
- Possession of a Qualified Applicator's Certificate or willingness to acquire one.

### Physical Requirements:

- Ability to work in the field in a variety of outdoor and sometimes inclement weather conditions and walk on uneven terrain including rock hopping and ditch hopping. Considerable moving is involved including walking up to two miles, bending, stooping, squatting, twisting, reaching and working on irregular surfaces, lifting of up to 25 pounds and occasional lifting of up to 50 pounds.
- Ability to sit for long periods of time; to climb stairs; work inside buildings and in confined spaces; to either work alone or closely with others.

### License:

- Required to possess and maintain a valid California driver's license, Class C or higher, to carry out job related duties. Individuals who do not meet this requirement due to a physical or mental disability may request a reasonable accommodation.