



Project Manager Job Announcement

Position Title: Project Manager

Opens: September, 2022

Closes: Until Filled

Employment Class: Full Time - Permanent, Non-Exempt

Wages: \$45,000 – \$54,080

Benefits: 8 holidays, paid time off, 6% retirement match, and a 19% benefits bonus (health stipend) in lieu of insurance. Benefits become available following successful completion of a 90-day probationary period. Retirement match begins after 6 months of employment.

Location: Monument, Oregon

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)

Application materials may be emailed in PDF format to mswcd@monumentswcd.org or mailed to:

Monument SWCD
PO Box 95
Monument, OR 97864

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.

For more information contact Erik Rook, District Manager, at 541-934-2141 or erook@monumentswcd.org

Organizational Background

The Monument Soil & Water Conservation District (MSWCD) is a local board governed 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 the conservation of soil, water, and related resources. The MSWCD is nonregulatory, working on a voluntary basis with landowners and other cooperators through a variety of grant funded programs. Our work includes in-stream and upland watershed restoration projects, production and native vegetation management, biological monitoring, education, and community outreach. MSWCD was founded in 1942 and is one of the oldest Conservation Districts in the state of Oregon. The district boundary encompasses 375,000 acres. Situated on the banks of the North Fork John Day River, the local area supports a rural economy based in ranching, forestry, hunting and fishing tourism. The John Day River system is the longest un-dammed river in the western United States. It is also the last remaining tributary of the Columbia River managed for wild anadromous fish. For more information, please visit the district's website at www.monumentswcd.org.

General Description

The Monument SWCD Project Manager identifies, develops and implements grant funded conservation projects for the District with support from the District Manager. The Project Manager position works closely with the District Manager to develop and fund projects, assist with contractual herbicide treatments, collect and report fisheries and other abiotic metrics related to conservation projects, and manage project related work in the field with engineers, conservation partners, and private landowners. The position requires a person who enjoys creative and dynamic work that will thrive in a multidisciplinary environment. This position will be flexible seasonally, with the busy season primarily occurring in the spring and summer with opportunities for flexibility for personal time in the fall and winter. Monument SWCD has an excellent Comp Time policy that allows for this seasonal flexibility.

Responsibilities

- Design and implement conservation projects, including coordination 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.
- Prepare grant proposals and other necessary documents, such as permit applications, to secure funding for the implementation of conservation projects.
- Apply herbicides for noxious weed control using backpack sprayers and ATV mounted equipment.
- Conduct in-field project restoration and monitoring, including; operating gas-powered equipment, water temperature monitoring, stream flow monitoring, steelhead surveys, and maintenance/data stewardship of the MSWCD weather station and stream gaging station.
- Provide technical assistance to landowners
- 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.
- Other responsibilities may apply that are not listed and may be assigned as needed.

Required Qualifications

- Bachelor's degree or higher in natural resources (e.g., range, wildlife, fisheries, forestry, soil science), environmental sciences, ecology, biology, or another related field OR three or more years work experience in a related field
- Demonstrated ability to effectively:
 - Work independently and with a team
 - Manage multiple priorities
 - Direct efforts to accomplish objectives within establish timelines and budgets
- Proficiency with Microsoft Office software.
- Experience with handheld GPS units and 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.
- Demonstrated technical writing experience
- Strong verbal communication skills
- Valid driver's license and acceptable driving record
- Possession of an ODA Public Pesticide Applicator's license with Regulatory Weed endorsement, or ability to obtain one within 60-days of employment

Desired Qualifications

- Grant writing experience
- Experience using field-based monitoring equipment (e.g. HOBO temp loggers, flow meters, etc.), collection methods, data processing, and presentation
- Stream system and fisheries monitoring experience
- Knowledge of Eastern Oregon plant identification and non-native plant treatment methods
- Prior experience using chainsaws and other power tools, under supervision or alone
- Knowledge of working ranch or farm operations and practices
- Public speaking experience
- Experience living and working in very rural settings

Working Conditions

Work conditions include both office work and field work. Office work may include sitting for long periods of time, significant 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. Schedules can be flexible or demanding depending on time of year. Some work from home can also be negotiated.

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 herbicides
- Working independently in remote locations
- Operating 4-wheel drive vehicles and ATV/UTV
- Operating herbicide application equipment
- Pulling trailers loaded with equipment both on the highway and to off-road locations
- Loading and unloading of equipment from the back of pickups and trailers

Civil Rights

MSWCD is an Equal Opportunity Employer and Provider. The hiring process for, and performance of, the MSWCD Project Manager will be in accordance with all applicable local, state, and federal laws for equal employment and other required civil rights statutes. The 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, 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 indigenous peoples, 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 very rural location.