



Position Announcement

Habitat Technician

Open Date: Friday, February 12, 2021

Close Date: Sunday, February 21, 2021

The Tualatin Soil and Water Conservation District (TSWCD) is hiring a Habitat Technician (Technician) to join the Natural Resources Program. The Technician manages restoration projects and supports project managers with planning, implementation, and evaluation of other restoration projects. Other duties include conservation planning for new projects, assisting with enrollment, monitoring, reporting and contract compliance to meet the goals and deliverables for partner organizations and funding sources.

Application Instructions:

Please submit a current resume (maximum two pages), cover letter (maximum one page), and three references in PDF format. In your resume and cover letter, please highlight your experience in relation to the “Essential Functions” as listed in the position description below.

All application materials are due by 11:59pm on Sunday, February 21, 2021. Send your completed application materials (mail or email accepted) to:

Kelly Dawes, Director of Finance and Operations
Tualatin Soil and Water Conservation District
7175 NE Evergreen Parkway, Suite 400
Hillsboro, OR 97124
Kelly.dawes@tualatinswcd.org

Equal Employment Opportunity Statement

The Tualatin Soil and Water Conservation District is an equal opportunity employer, providing services to the public without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.

Veterans' Preference

Under Oregon Law, qualified veterans may be eligible for veterans' preference when applying for TSWCD positions. If you are a veteran and would like to be considered for veterans' preference for this job, please provide qualifying documents with your application submittal.

Position Description

Habitat Technician (Technician)

General Position Summary

The Habitat Technician manages restoration projects and supports project managers with planning, implementation, and evaluation of other restoration projects. Other duties include conservation planning for new projects, assisting with enrollment, monitoring, reporting and contract compliance to meet the goals and deliverables for partner organizations and funding sources.

Salary and Benefits

This position is full time at \$42,090.00 - \$48,400.00 per year plus benefits. Medical and dental insurance are available after 60 days. 100% TSWCD-paid short-term disability, long-term disability, and life insurance available after 180 days. TSWCD will contribute 5% of the gross earnings per pay period to a 457(b)-retirement plan after 180 days.

Essential Functions/Major Assignments

Project Management

- Project management on a limited basis. Coordinate with staff to implement projects within established timeframes and budget guidelines:
 - Coordinate contracted labor to implement project treatments outlined in plan guidelines;
 - Review and adapt maintenance plans as needed according to site conditions;
 - Navigate to project sites to conduct regular quality control inspections and monitoring;
 - Collect data in the field using an iPad and process data in the office using GIS.
- Prepare and track project budgets and reports:
 - Update spreadsheets;
 - Update internal tracking databases.
- Project compliance with program requirements:
 - Review monitoring data and make qualitative observations to complete annual reports and others as needed;
 - Complete certification of work completed for Natural Resources Conservation Service (NRCS)-funded projects;
 - Update project information to ensure the most up-to-date information is available.

Project Planning and Development Support

- Assist program staff to develop plans to address habitat and water quality concerns on private land:
 - Attend site visits with the Outreach and Enrollment Specialist and/or project manager:
 - Map potential project boundary;
 - Determine eligibility and ranking;
 - Assist with writing NRCS or TSWCD conservation plans for natural areas:
 - Gather project site data and conduct resource inventories;
 - Prepare site assessments, planting plans, and maps;
 - Create a case file to organize documents;
 - Work with partners to meet deadlines for contracting.

Secondary Functions

Education and Outreach Support

- Work to build capacity within the community to address habitat conservation issues through landowner-focused education, community events, presentations, and related activities:
 - Work with TSWCD staff and program partners to develop outreach messages and materials;
 - Contribute to the development of and participate in presentations and events;
 - Communicate with the public at workshops and other education activities and tabling events.

Administrative Support

- District administrative support:
 - Maintain TSWCD files, time, and attendance according to established TSWCD policy.
- Participate in special projects:
 - Assist or lead special projects as identified by TSWCD.
- Professional development:
 - Remain current in all development and training of the skills needed to perform the duties of the position.

Specific Job Ability

This position is detail oriented and technical, requiring performance of the following essential job functions:

- Strong written and verbal communication skills (email, phone, one on one conversations in the field, presentations, etc.);
- Strong time-management, organization, and project-planning skills;
- Advanced knowledge of Microsoft products;
- Knowledge of natural resources and/or agriculture, and the ability to apply such knowledge to various projects.

Education, Experience, and Certification/Licensure

The following experience and special qualifications are required to perform the duties of the Habitat Technician position:

- A minimum of two years professional experience in a natural resources related field;
- Knowledge of conservation principles and strategies related to fish and wildlife habitat, soil health, stream health, water quality, erosion control, and forestry;
- Ability to manage multiple projects simultaneously, create and adhere to project timelines, budgets, and meet deliverable deadlines;
- Strong knowledge of native and non-native plant species;
- Knowledge of local climate, hydrology, and ecology;
- Experience collecting and interpreting field data and an understanding of ArcGIS applications and GIS technology;
- Must have a valid Oregon driver's license and clean driving record (clean to be determined by the TSWCD insurance carrier).

The following experience is preferred to perform the duties of the Technician position at a fully proficient level:

- Education, including a four-year degree beyond high school in natural resource management, environmental science, biology, botany, ecology, forestry, or related field;
- Experience planning and managing riparian restoration projects;
- Experience coordinating and supervising contract crews;
- Spanish language proficiency;
- Experience developing and implementing conservation plans;
- NRCS Apprentice Conservation Planner certification (candidate must complete NRCS Apprentice certification coursework within one year from hire date);
- Oregon Pesticide License (candidate must obtain Public Applicator License within six months from hire date).

Supervisory Responsibility

The Technician position is not responsible for any supervisory functions or responsibilities but may occasionally be asked to manage outside contractors and orient and/or train new employees.

Interpersonal Contacts

The position is responsible for interaction and communication with Washington County residents and partner organizations. Communication and interpersonal skills are fairly important and require some refinement for the successful completion of job responsibilities. The Technician must be comfortable and knowledgeable talking with the public about habitat conservation practices.

Specific Job Effort

The position requires some physical effort or manual labor such as lifting, carrying (up to 50 pounds), or constant movement while carrying or wearing tools for long distances on steep or uneven terrain. This also includes job situations where speed, agility, and hand eye coordination and equipment operations are a continual requirement. The Technician will regularly be responsible for driving a TSWCD vehicle.

The Technician may encounter new or unusual situations but will have resources available to assist with identifying solutions or actions. Some pressure from deadline or changing priorities exists, and interruptions to workflow or concentration can occur. Contacts with others can include demanding or difficult people. The employee must be able to work in a team/collaborative environment.

Job Conditions

The work environment has moderate hazards or obstacles. There is a moderately low level of personal risk encountered while performing assigned work. Job conditions are occasionally uncomfortable relative to noise, temperature, inside/outside work, dirty conditions, or interactions of a disagreeable nature, etc. Work is somewhat physically demanding, requiring walking on uneven terrain, steep slopes in riparian (streambeds and banks) and upland forest environment, as well as agriculture fields and road rights-of-way.