

## **Position Announcement**

**Title:** Natural Resource Technician (Seasonal)

**Status:** Non-exempt; 40 hours per week; Seasonal/Term, minimum of 10 weeks and maximum of 14 weeks during May-September 2019

**Pay Rate:** \$14.00-16.00 per hour (paid bi-weekly)

**Location:** Lakewood, Colorado. (Denver Federal Center, Offices of the USDA Natural Resources Conservation Service)

**Closing Date:** Open until filled  
Application review will begin after 5/19/19

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**Organization Overview:** Jefferson Conservation District (JCD), a political subdivision of the State of Colorado, provides natural resources technical assistance to private landowners and communities in Jefferson County. Our mission is to provide leadership in a partnership effort to help people conserve, maintain, and improve our natural resources and environment. JCD programming and staff are overseen by an elected volunteer Board of Supervisors.

**Position Overview:** Position reports to the District Manager and undertakes a variety of office (approx. 25%) and field (approx. 75%) work duties in support of JCD's forestry and noxious weed management programs. This position involves significant independent outdoor fieldwork and local travel (but not overnight) to privately-owned lands within Jefferson, Clear Creek, or Gilpin counties. Office time will include general office and computer work.

**This position is not a federal job.** JCD is an independent special district, which is a local form of government. JCD employs its own staff. NRCS (Natural Resources Conservation Service) provides JCD with office space and other logistical support at their location on the Denver Federal Center.

### **Essential Duties**

- Safely perform outdoor fieldwork, often alone, but occasionally as a team, on privately-owned property during all weather conditions.
- Hike over forested and non-forested mountainous (steep and uneven) terrain up to 8-10 hours per day while carrying up to 25 pounds of gear; Navigate roadless and trail-free areas with a topographic map, compass, and GPS.
- Safely operate a four-wheel-drive vehicle in urban and rural (mountain) settings on interstates, highways, surface streets, dirt/gravel roads, and off-road.
- Coordinate with private landowners, contractors, co-workers, and partner agencies using phone, email, and in-person communication.
- Identify native and non-native plant and trees species.

- Collect vegetation and other data in the field using various pieces of equipment such as a meter tape, diameter tape, caliper, clinometer, prism, and digital camera.
- Transcribe, organize, and manipulate field data using digital spreadsheets.
- Independently operate various computer programs such as Microsoft Office Suite, ESRI ArcGIS, Google Suite, and Forest Vegetation Simulator.

#### Other Required Job Functions

- Speak, read, and write the English language
- Sit at a desk and use a computer or mobile device: read the screen, type on a keyboard, use a mouse, and use other peripheral devices as needed.
- **Important:** Employee must provide their own boots, clothing, and other personal gear for fieldwork.
- **Important:** Employee must be willing to use their own **mobile smart phone and personal vehicle** for work purposes. Personal vehicle must be insured and reliable in the mountains. Employee will be reimbursed a flat rate for phone use and mileage.

These duties are not intended to be all-inclusive. Employee will perform other related duties to meet the ongoing needs of the organization.

### **Necessary Skills**

#### Soft Skills

- Possess a genuine interest in conservation of natural resources
- Work collaboratively with people and be a team player
- Highly organized and efficient in managing time, tasks, complex projects, computer files, supplies, etc.
- Self-motivated, self-directed, innovative and enthusiastic
- Flexibility to perform a variety of duties and adapt to changing situations
- Excellent communication, both verbal and written
- Problem solving skills, inter-personal skills, and customer service skills
- Maintain a positive attitude, enjoy working with people, respect and tolerate different viewpoints and personalities
- Committed to safety, quality, and professionalism
- Discretion in maintaining confidentiality of cooperator business and records

#### Hard Skills

- Ability to hike over mountainous terrain and read a topographic map
- Ability to read and interpret scientific and technical information related to natural resources and the environment
- Technical writing – write effectively and efficiently on topics pertaining to natural resources
- Efficient in basic computer use, and able to learn new technology and software

## **Job Qualifications**

### **Minimum Qualifications**

- Able to hike over mountainous terrain all day and maintain good physical fitness
- Able to pass a criminal background check
- Possess a high school diploma
- Hold a valid driver's license
- At least two semesters of college/university completed, toward a major in forestry, botany, biology, ecology, restoration ecology, wildlife management, natural resources, geography, geology, soil science, environmental science, or a related field
- Experience with the following computer software applications: Microsoft Office Suite (Word, Excel, Power Point), Google Suite (such as Drive, Gmail, Calendar, Docs, Sheets)
- Experience working outdoors

### **Application Instructions**

Please combine, in order, all four application items listed below into a single attachment (PDF or Word document file; **please no zipped folders**) and email that attachment to:

workatjcd@gmail.com

Please use this naming convention for your attachment:

“Application\_NRTech\_2019\_YourLastName”

### **Required application materials:**

- 1) Cover letter (one page, one-sided, 12pt font, 1 inch margins)
- 2) Resume
- 3) Contact information for three professional and/or academic references
- 4) College/university transcripts (photocopies acceptable)