



# GENESE

## **Job Opening – Open Space Manager**

The Genesee Foundation, a self-managed homeowners' association, in the foothills of Jefferson County, Colorado, is seeking a dynamic, personable, self-motivated, action oriented Open Space Manager.

Genesee exists in harmony with the area's mountain setting and 1,200 acres of dedicated open space, 12 miles of hiking trails, forest land, and abundant wildlife, with amenities including three clubhouses, one playground, two outdoor pools, four tennis courts, a well-equipped fitness center, 2 pickle ball courts, and private drives.

Genesee was recently recognized for its 15-year participation (2017) in the Firewise Community program. The Open Space Manager is the key person responsible for promoting a healthy forest ecosystem and reducing the community's risk from wildfire.

The Open Space Manager reports to the Community Manager and leads 3-4 seasonal employees.

### **General Responsibilities & Essential Job Functions**

- Plans, budgets and implements Open Space management programs, subject to Board approval, including but not limited to: Forest management, trails system management, erosion control management, Insect and disease management, meadow and riparian encroachment, noxious and invasive weed control, mapping with GIS software.
- Ability to manage the current open space program as well as look ahead to shape the program for future issues and opportunities.
- Yearly Firewise recertification and program management
- Interpersonal skills to deal effectively with residents and committees in understanding different perspectives and needs, educating, persuading, and collaboratively solving problems.
- Create and oversee long and short-term goals for Genesee Open Space.
- Apply for and manage grant funds. Submit reimbursement requests on behalf of residents.
- Provide expertise and oversight to three Genesee committees (Fire & Safety, Ecosystem Management & Trails). Present to residents on open space topics.
- Noxious weed control and identification
- Inform community on a regular basis about environmental issues.
- Create RFP's and negotiate with applicable providers.
- Maintain Genesee's trail system.
- Regularly act as a consultant to owners on Open Space/environmental issues.
- Liaison with local, state and federal agencies.
- Communicate verbally and /or in writing with Board of Directors or committees as requested.
- Write monthly newsletter article.
- Ability to be on your feet for multiple hours a day and lift heavy objects.
- Endurance to hike on a regular basis in any weather.
- Ability to drive a truck and tractor.
- Ability to work alone with little direction.
- Supervise and hire seasonal open space staff.
- Supervise volunteers in projects.
- Assist Maintenance Department as needed. Specifically, during winter months with snow plowing. Snow plowing is also required after-hours at overtime or double time rates.

### **Working Conditions**

Material and equipment directly used: All hand tools, chainsaw, chemicals, backpack sprayer, landscape equipment, personal computer, compass, GPS, tractor, grapple, PTO winch, dump trailer, clinometer, BAF prism, forest inventory tools.

WHERE THE *city* MEETS THE *mountains*

FOUNDATION | T 303.526.0284 | F 303.526.0287 | 24425 W. Currant Drive | Golden, Colorado 80401 |  
geneseefoundation.org



Working environment: Office, computer, shop, all tools and on-site business vehicle provided. Work indoors and outdoors in all weather conditions. Work is hands on and involves heavy lifting and endurance. During summer months most time is spent outside; in the winter it can be 30-50% outside.

### **Preferred Job Qualifications**

- Experience with forest management and restoration planning
- Fire mitigation background and experience
- Prior experience working with volunteers or committees or in a customer service environment
- Demonstrated communication skills, including grant writing
- Demonstrated interest in environmental issues, forest management social issues and wildfire mitigation.
- Must have ability to identify Colorado native and non-native plant species
- Experience with restoration techniques, forest, wildlife and weed management, wildlife management
- Experience doing natural resource surveys, data collection, reporting, monitoring, etc.
- Effective communicator orally and written
- Ability and desire to work with a variety of people and personalities in order to create positive relationships
- History of supervising and training a crew
- Proficient GIS skills
- Ability to explain forest management and conservation practices to technical and non-technical audiences
- Knowledge of current trends and practices in conservation, land management, and climate change adaptation
- Experience with prescribed fire, invasive species control, and recreational/trail management
- Experience in western United States forest management techniques in the following areas: silviculture; harvesting systems; forest management planning; wildfire hazard mitigation; forest insect and disease detection, prevention, and suppression; urban and community forestry; outreach and education.
- Experience with contracts, agreements, and grant management
- Basic field forestry experience (cruising, prescription development, timber marking, timber sale and/or contract administration)
- Demonstrated skills in writing forest management plans, timber sale layout and administration, and budget preparation and administration.

### **Required Job Qualifications:**

- A bachelor's degree (or greater) in forestry, another natural resources program or related degree
- A minimum of two years' professional forestry experience.
- Colorado Driver's license. Out of state must obtain in 30 days
- Clean motor vehicle record

**Job Type:** Full-Time

**Application Deadline:** January 3, 2020

**Please send resume with cover letter to:** [suzy@genseefoundation.org](mailto:suzy@genseefoundation.org)

Salary and benefits commensurate with experience. Salary range \$60k-70k. The selected candidate will be subject to a pre-employment criminal background check and drug test. Full-time employees may be eligible for the medical, dental and vision plans after 3 months of employment. After one year, employees may be eligible for a simplified employee pension plan.

**THE GENESEE FOUNDATION PROHIBITS UNLAWFUL DISCRIMINATION OR HARASSMENT AND IS AN EQUAL OPPORTUNITY EMPLOYER.**