

Position Announcement

Title: Forestry Technician

Status: Non-exempt; 40 hours per week; 2-year term position

Pay Rate: \$16.00-18.00 per hour (paid bi-weekly)

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

Closing Date: Open until filled
Full consideration given to applications received by March 23, 2020

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. JCD programming and staff are overseen by an elected volunteer Board of Supervisors.

Position Overview: Position reports to the Director and undertakes a variety of office and fieldwork duties in support of JCD's forestry and noxious weed programs. Promotion and delivery of these programs will occur in partnership with, and under the procedures and standards of, the USDA Natural Resources Conservation Service (NRCS) and their Environmental Quality Incentives Program (EQIP)

This position is not a federal job. JCD is an independent special district, which is a local form of government. NRCS provides JCD office space and other support at their location on the Denver Federal Center.

Essential Duties

Develop Conservation Plans and Contracts

- Perform field work during all seasons of the year to collect and organize vegetation and stand data
- Analyze and interpret quantitative and qualitative data using various computer programs such as FVS, ESRI ArcGIS, and NRCS planning software such as Conservation Desktop and Protracts
- Compile data, documentation/forms, and other information to create written forest conservation and management plans
- Provide technical information and data toward the development and maintenance of grants and cost-share funding opportunities

Implement Forest Conservation Projects

- Create operational plans for forestry/logging contractors and oversee their operations

- On-the-ground project layout: flag boundaries, mark trees with paint guns or spray paint, identify noxious weeds, native plants, and trees, use GPS units, assess terrain operability
- Assist with procurement of professional contractors through a competitive bid process. **This position will not operate chainsaws or other forestry equipment;** rather this position will coordinate with contractors and other organizations to complete forest management work
- Coordinate with co-workers, landowners, contractors, grantors, researchers, agencies, non-profit organizations, volunteers, and other stakeholders

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

Required Job Functions; Employee must be able to:

- Speak, read, and write the English language
- Sit at a desk and use a computer: read the screen, type on a keyboard, use a mouse, and use other peripheral devices as needed
- Use a touch-screen tablet, phone, and other mobile devices
- Work safely outdoors, alone and as a team, during all seasons and weather conditions to complete required field work; walk and hike over steep, uneven terrain all day; use a map, compass, GPS, and other equipment; carry up to 25 pounds while hiking
- Safely operate a four-wheel-drive vehicle in urban and rural (mountain) settings on highways, dirt roads, and off-road
- Employee must provide their own boots, clothing, and other personal gear for field work during all seasons
- Employee must be willing to use their own cell phone for work purposes when in the field; Employee will be reimbursed a flat rate by JCD

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

- Possess a working knowledge of general ecological principles, resource management techniques, Colorado Front Range ecosystems, and forest and fire ecology in the Western United States
- Ability to read and interpret scientific and technical information related to natural resources
- Technical writing – write effectively and efficiently on topics pertaining to natural resources
- Ability to develop and deliver visual presentations for a variety of groups
- Efficient in basic computer use, and able to learn new technology and software

Job Qualifications

Minimum Qualifications

- Able to pass criminal background check
- Bachelor's degree in AND at least 6 months job experience in forestry, ecology, restoration ecology, wildlife management, natural resources, environmental science, botany, biology 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), ESRI ArcMap (data management and organization, basic geoprocessing, map building)
- Experience working outdoors doing the duties described above
- Hold or able to obtain a valid Colorado driver's license
- Able to work weekend or evening hours (after 6pm) 3-5 times per year

Preferred Qualifications

- At least one year of job experience working in forestry in the Western United States
- Experience planning or implementing conservation on private lands
- Experience administering logging contracts

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_ForestryTech_2020_YourLastName"

Required application materials:

- 1) Cover letter (single-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)