



Position Announcement

Title: Forest Biomass Coordinator

Status: Non-exempt (hourly); Full-time 40 hours per week

Hiring Salary Range: \$50,000-55,000 annually, depending on experience

Benefits: Employer-matched retirement, health insurance reimbursement, paid time off, teleworking

Location: Jefferson County, Colorado.

Closing Date: Open until filled; application review will begin after 3/27/22

Organization Overview: Established in 1942, Jefferson Conservation District (JCD), a political subdivision of the State of Colorado (under Colorado Revised Statutes, Titles 32 and 35), provides natural resources technical assistance to private landowners in Jefferson County and surrounding areas. Our mission is to provide leadership in a partnership effort to help people conserve, maintain, and improve our natural resources and environment. Current programs focus on forestry, noxious weed management, and urban agriculture. JCD is overseen by a volunteer Board of Supervisors.

Position Overview: JCD is excited to offer this brand new position and is seeking a highly motivated, independent, creative, and outgoing individual with a genuine interest in community forestry and wildfire mitigation. Broadly speaking, this position will:

- Manage community Slash Collection Yards and develop ways to improve the economics and efficiencies of the program
- Collaborate with JCD staff and external stakeholders to address forest biomass utilization problems and opportunities in and around Jefferson County
- Provide education and outreach to the public

Given that this is the first time JCD is offering a position like this, a successful employee will be driven and highly flexible in order to help the organization develop the program; significant opportunity exists for this position to be a leader in that effort.

This position is not a federal job. Much of JCD's conservation work happens in collaboration with JCD's federal partner, the USDA Natural Resources Conservation Service (NRCS). JCD and NRCS are independent and separate employers. NRCS provides some office space and logistical support to JCD at the Denver Federal Center; in turn, JCD supports NRCS program delivery.

Essential Duties

Operate Slash Yards

- Coordinate with Jefferson County staff and other stakeholders to collectively implement and advertise the slash program
- Safely manage the daily logistics of the Slash Yards
 - Open/close the yards
 - Greet the public, accurately collect information on a tablet, collect fees – this position will be responsible for handling and managing money
 - Inspect and measure volume of material; identify tree and noxious weed species, and evidence of beetle activity
 - Direct the unloading process and monitor traffic
 - Drag, pull, and pile slash
- Provide education to the public on forestry and wildfire mitigation
- Manage seasonal technicians and volunteers to assist with the program
- Track data and create reports; develop program operation protocols and manuals
- Possibility in future years to operate chainsaws, power tools, and light equipment (*eg* skid steers)

Solving Biomass Utilization Problems

- Explore and develop opportunities to improve local biomass utilization
- Collaborate with experts, stakeholders, and timber industry
- Explore projects and write grants for bioenergy in local community facilities
- Attend related meetings and events

Community Outreach and Education

- Deliver presentations to landowners and community groups on forestry and wildfire mitigation
- Help develop outreach and education materials
- Attend related meetings and events

Assist JCD Foresters

- Forest inventory
- Unit layout and tree marking
- GIS and mapping

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

- Humility, dependability, organization
- Outgoing, conversational, enjoys meeting new people

- Collaborative with fellow employees and external partners
- Self-motivated, self-directed, innovative
- Flexible to perform a variety of duties and adaptable to changing situations
- Excellent verbal and written communicator
- Emotionally intelligent; respectful and tolerant of different viewpoints and personalities

Hard Skills

- Possess a working knowledge of forest and fire ecology, forest management, mechanical harvesting and fuel reduction practices
- Ability to read and interpret scientific and technical information related forestry, wildfire and natural resources
- Technical writing – write effectively and efficiently on topics pertaining to natural resources
- Data collection and management
- 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

- Bachelor's degree in forestry, wildfire, ecology, restoration ecology, wildlife management, natural resources, environmental science, or a related field
- **2 years of work experience** in forestry, wildfire, timber industry, or biomass utilization
- Experience interacting with landowners or the public
- Proficiency in the following computer software applications:
 - Microsoft Office Suite: Word, Excel, Power Point
 - Google Suite: Drive, Gmail, Calendar, Docs, Sheets
- Fluent in speaking and writing English
- Able to pass criminal background check
- Hold or able to obtain a valid Colorado driver's license
- Must be comfortable working safely outdoors, independently or with a team, during all seasons and weather conditions to complete required field work; walk and hike over steep, uneven terrain; use a map, compass, GPS, and other equipment; carry up to 30 pounds
- Able to safely operate a four-wheel-drive vehicle in urban and rural mountain settings on- and off-pavement
- Able to safely use chainsaws, hand tools, and power tools
- Able to work evenings, up to about 12 times per year
- **Location and Schedule**
 - Work schedule will likely be Wednesday-Sunday during the summer/fall when Slash Yards are open. Off-season work schedule will be Monday-Friday.
 - Work locations are the Slash Yards around Jefferson County, near Golden, Conifer, and Evergreen. Employee must have their own reliable vehicle in order to commute to these locations on a daily basis.

- **Employee must provide their own:**
 - Teleworking space with high-speed internet for all office/computer work; JCD will not provide an office
 - Hiking boots, clothing, and other personal gear for fieldwork
 - Laptop computer and smartphone to use for work purposes; employee will be reimbursed a technology stipend
 - Reliable personal vehicle to report to Slash Yards; employee will be reimbursed at the IRS mileage rate for any approved work related driving beyond the employee's commute to the Slash Yards

COVID-19 Policy

As of March 10, 2022, Jefferson Conservation District requires all employees to be fully vaccinated against COVID-19 or request reasonable accommodation within ten days of accepting an offer of employment.

MOTOR VEHICLE RECORD DRIVING REQUIREMENTS:

- Applicants must have a valid Colorado (or state of residency) Driver's License and a good driving record
- Applicants selected for an interview will be required to provide a current (no older than 30 days) motor vehicle record (MVR) at the time of interview
- For applicants that hold an Out of state Driver's License, the MVR must also be dated within 30 days of the interview.
- If the issuance date of the Colorado Driver's License is within twelve months, applicant will also be required to provide a current (no older than 30 days) motor vehicle record from the previous state of residency.

Application Instructions

Do not send application items as separate attachments. Please combine, in order, all application items listed below into a SINGLE attachment (PDF or Word document file) and email that attachment to:

workatjcd@gmail.com

Please use this naming convention when naming your attachment file, and also use it for the subject line of your email:

“Application Biomass Coordinator 2022 LastName”

Required application materials:

1. Cover letter (one page, one-sided, 12pt font, 1 inch margins)
2. Resume
3. College/university transcripts (unofficial copies are acceptable)
4. Name, contact information, and relation for three professional references