

Position Announcement

Title: Vegetation Monitoring Technician (seasonal position)

Status: Non-exempt (hourly); 40 hours/week

Benefits include technology stipend and mileage reimbursement

Wage: \$15.00-\$18.00 per hour, paid bi-weekly

Start Date: May 16, 2022 (flexible start date)

End Date: August 26, 2022 (flexible end date)

Location: Jefferson & Clear Creek Counties, Colorado.

Closing Date: Open until filled

Application review will begin after 3/6/2022

Organization Overview: Jefferson Conservation District (JCD), a political subdivision of the State of Colorado (CRS Title 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. JCD programming and staff are overseen by a volunteer Board of Supervisors.

Position Overview: JCD is seeking a motivated, independent, and flexible individual to assist with JCD's noxious weed management program. This is a temporary, seasonal position that reports to JCD's Vegetation Specialist. Time will be spent conducting fieldwork (approximately 80%) and computer work (approximately 20%). This position will perform noxious weed mapping and monitoring. This position does not apply pesticides. This position may occasionally perform mechanical weed control such as digging, pulling, or chopping. This position will not have to operate machinery other than a vehicle to get to and from field sites.

Essential Duties

- Safely perform outdoor fieldwork, alone or as part of a team, on privately-owned property
- Perform on-the-ground project layout to determine extent of herbicide application treatments: identify noxious weeds and native plants, identify priority treatment zones of a property, identify "no spray" zones, etc.
- Monitor noxious weed management contractors in the field
- Occasionally perform mechanical noxious weed control such as hand-pulling, digging, chopping flower heads, etc. Handtools such as shovels and clippers may be used.

- Use mapping software such as ArcGIS Pro and Avenza to navigate in the field and collect noxious weed data
- Coordinate with coworkers and private landowners using phone, email, and in-person communication
- Transcribe, organize, and manipulate data using digital spreadsheets
- Independently operate various computer programs such as Microsoft Office Suite and Google Suite

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

Required Job Functions

Employee must be able to . . .

- Speak, read, and write the English language
- Use their own mobile smart phone (with data plan) and computer (with access to high-speed internet); employee will receive a technology stipend of \$50 per pay period.
- Use their own vehicle to get to field sites; employee will receive a mileage reimbursement at the current Federal rate
- Sit at a desk and use a computer and mobile device: read the screen, type on a keyboard, use a mouse, and use other peripheral devices as needed
- Work safely outdoors, alone and as a team, during all weather conditions to complete required field work; walk and hike over steep, uneven terrain while carrying up to 30 pounds
- Provide their own boots, clothing, and other personal gear for fieldwork
- Walk and stand for several hours at a time

Necessary Skills

Soft Skills

- Possess a genuine interest in conservation of natural resources
- Ability to 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, interpersonal 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 identify plants in the field

- Ability to hike over mountainous terrain and read a topographic map
- Possess a working knowledge of general ecological principles, resource management techniques, and Colorado Front Range ecosystems
- Ability to read and interpret scientific and technical information related to natural resources and the environment

Job Qualifications

Minimum Qualifications

- Hold a valid driver's license and have the ability to drive a personal vehicle to field sites, meetings, and events. A work vehicle will **NOT** be provided to you by JCD. Mileage will be reimbursed at the Federal rate
- 3 months experience identifying plants (including field experience and/or plant ID coursework)
- Able to hike over mountainous terrain all day and maintain good physical fitness.
- Possess your own computer. A computer will **NOT** be provided to you by JCD.
- Able to pass a criminal background check
- At least four semesters of college/university completed, toward a major in natural resources, botany, biology, forestry, soil science, geology, 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
- Experience working as part of a team to accomplish multiple goals and meet multiple stakeholder expectations

Preferred Qualifications

- At least 3 months of related work experience
- Already able to identify CO state listed noxious weeds

Application Instructions

Please combine, in order, all four application items listed below into a SINGLE attachment (PDF or Word document file) and email that attachment to [**workatjcd@gmail.com**](mailto:workatjcd@gmail.com). Do not send application materials as separate attachments.

Please use this naming convention when naming your attachment file:

“Application_VegetationMonitoringTech_2022_YourLastName”

Required application materials:

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