

Position Announcement

Title: Vegetation Management Specialist

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

Full Potential Hourly Wage Range: \$25.05 - \$35.05

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

Location: Jefferson Conservation District's (JCD) office is in Lakewood, Colorado on the Denver Federal Center (but JCD is not a federal agency). JCD's district boundaries are generally unincorporated Jefferson County, and our conservation projects typically occur in the foothills/mountains.

Closing Date: Open until filled

Organization Overview: Established in 1942, Jefferson Conservation District, a special district and political subdivision of the State of Colorado, 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 and noxious weed management. JCD is overseen by a volunteer Board of Supervisors.

Position Overview: Position reports to the Director and undertakes a variety of office (approx. 50%) and fieldwork (approx. 50%) duties to lead JCD's private lands noxious weed management program. This position involves significant project management, landowner outreach, and contractor coordination. This work occurs in partnership with the USDA Natural Resources Conservation Service (NRCS), which provides logistical support to JCD at the Colorado NRCS State Office on the Denver Federal Center.

Essential Duties

Lead the Private Lands Noxious Weed Management Program

- Serve as JCD's native and exotic plant expert
- Promote the program with landowners; conduct outreach and education on the science and management of native and exotic vegetation; discuss weed management plans, budgets, and prices
- Survey vegetation and map weeds through extensive hiking in mountainous terrain
- Make management plans involving chemical and mechanical strategies; implement best practices to protect water, soil, wildlife, livestock, etc.
- Work with private contractors that implement weed management
 - Create RFP's and solicit competitive bids

- Create scopes of work, maps, and operational plans
- Approve chemical selection
- Monitor work quality, communicate concerns, certify completed work that meets standards

(This position will not operate weed management equipment or apply chemicals)

- Pursue and manage federal, state, and other grant funds
- Track and communicate program budgets, metrics, and accomplishments
- Manage revegetation efforts (a minor component of the position)
 - Design and utilize native seed mixes; coordinate with seed suppliers
 - Carry out small (<1 acre) seeding and mulching projects with hand tools
 - Work with contractors to implement larger (up to 3 acres) seeding and mulching projects
- Hire and oversee a technician assisting with the workload described above
- Coordinate with coworkers on forestry and other ecological restoration goals, plans, budgets, etc.
- Create maps using GPS, mobile devices, and computers; utilize software such as ESRI ArcGIS and Avenza
- Plan and attend meetings, give presentations, and host field tours involving landowners, contractors, grantors, researchers, agencies, non-profit organizations, and other stakeholders.
- Provide technical information toward the creation of educational and promotional documents, presentations, and other products.

Coordination with NRCS

Because of JCD's partnership with and support from NRCS, many aspects of the work described above occur within the context of NRCS planning processes and funding programs. Therefore, this position will also:

- Regularly communicate and attend relevant meetings with NRCS employees
- Follow NRCS planning processes and fill out documentation to identify natural resource concerns, develop conservation plans and practices, conduct surveys for NEPA compliance, and assist landowners in applying for NRCS funding
- Utilize NRCS software such as Conservation Desktop, Protracts, WIN-PST

Required Job Functions

- Fluency in written and spoken English
- Ability to use computers and mobile devices
- Ability to work safely outdoors, independently and as a team, during all seasons and weather conditions; hike over steep, uneven terrain all day; use a map, compass, GPS, and other equipment; carry up to 30 pounds
- Ability to safely operate a four-wheel-drive vehicle in urban and rural (mountain) settings on- 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
- Self-motivated, self-directed, innovative, and enthusiastic
- Flexibility to perform a variety of duties and adapt to changing situations
- Clear and confident verbal and written communicator
- Independent problem solving; interpersonal and customer service skills
- Maintain a positive attitude, enjoy working with people, respect and tolerate different viewpoints and personalities
- Committed to safety, excellence, and professionalism
- Discretion in maintaining confidentiality of business and client records
- Forward-thinking; able to anticipate various situations and outcomes

Hard Skills

- Project management
- Working knowledge of general ecological principles, resource management techniques, and Colorado Front Range ecosystems; plant identification and herbicide use
- Understanding scientific and technical information
- Clear and efficient technical writing
- Spreadsheet creation and management
- Highly organized and efficient in managing schedules, tasks/lists, complex projects, computer files, supplies, etc.
- 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

This job description is not intended to be all-inclusive. Employee will perform other related duties to meet the ongoing needs of the organization.

Job Qualifications

Minimum Qualifications

- Able to pass criminal background check
- Bachelor's degree in **AND** at least two years of full-time job experience in vegetation management, invasive plant ecology, range management, natural resources, environmental science, botany, restoration ecology, soils, forestry, or a related field. Job experience **MUST** include noxious weed identification (for species common in Colorado) and chemical management strategies.
- Experience driving a vehicle in the mountains
- 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) a few times per year

Preferred Qualifications

- Experience with private landowners
- Experience with weed management contractors
- Experience with NRCS programs

Application Instructions

Please email your resume as an attachment to:

jcd@jeffersoncd.com

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

“Application Vegetation Mgmt Specialist 2023 YourLastName”