



## **Position Announcement**

**Title:** Conservation Forester

**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 at 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

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**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. JCD's 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 in support of JCD's private-lands ecological forestry 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 at the Denver Federal Center (**This position is not a federal job; JCD and NRCS are separate employers**).

## **Essential Duties**

### **Conduct Forest Management Planning**

- Promote the program with landowners: conduct outreach and education on forest ecology and management; discuss forest management plans, budgets, and prices
- Assess terrain operability for forestry equipment
- Collect and analyze forest inventory data; write forest management plans
- Use ESRI GIS software in the field and in the office; manage spatial data; create maps in ArcPro and ArcGIS Online
- Provide technical information for grants

### **Implement Forest Management Plans**

- Conduct on-the-ground management unit layout:
  - Delineate boundaries with flagging/paint
  - Mark trees with flagging/paint
- Work with private logging contractors
  - Create scopes of work, maps, and operational plans; create RFP's and solicit competitive bids
  - Monitor contractor operations and work quality; communicate concerns; certify completed work that meets standards
  - Coordinate with landowners
- This position will not operate chainsaws or other forestry equipment

### **Outreach and Development**

- 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 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 and Protracts

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**

- 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 and Colorado Front Range forest ecosystems
- 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

### **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 25 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, but will be reimbursed by JCD.

## **Job Qualifications**

### **Minimum Qualifications**

- Able to pass criminal background check
- Bachelor's degree in forestry, ecology, restoration ecology, wildlife management, natural resources, environmental science, botany, biology or a related field
- At least 18 months of forestry job experience in the Western U.S. carrying out the Essential Duties described above
- Proficient in 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, creating PDF maps)
- Experience working outdoors doing the duties described above
- Experience driving a vehicle in the mountains
- 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**

- Experience working with private landowners
- Experience working with logging contractors
- Experience working with NRCS

## **Application Instructions**

Please email your resume as an attachment to:

[jcd@jeffersoncd.com](mailto:jcd@jeffersoncd.com)

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

***“Application Forester June 2023 YourLastName”***