

Position Announcement

Position Title:	Vegetation Management Specialist
Location	Longmont, Colorado - Natural Resources Building, Boulder County Fairgrounds
Employment Status:	Full-time with benefits, 40 hours per week
Salary Range:	\$55,000 - \$75,000 annually; paid monthly
Hiring Range:	\$55,000 - \$65,000
Benefits:	Paid time off for holidays, vacations, and sick leave Health, Dental and Vision Insurance Up to 50% of employee premiums paid by Conservation Districts Option to add family at employee's expense Life Insurance 3% employer-paid retirement contributions Travel, training, and conference budget
Closing Date:	Open until filled, we will begin reviewing applications by November 1, 2024.

Organization Overview

The Boulder Valley & Longmont Conservation Districts (BVLCD), special districts in the state of Colorado, provide natural resources technical assistance primarily in Boulder and Weld counties. Our mission is to provide leadership in a partnership effort to help people conserve, maintain, and improve our natural resources. Both the Longmont and Boulder Valley Conservation Districts are governed by elected volunteer Boards of Supervisors.

Position Overview

The Vegetation Management Specialist will work with current field staff to develop, plan, and implement invasive plant removal and seed application on a variety of projects, from recently completed forest restoration projects to agricultural operations. This position will work collaboratively with current BVLCD and Natural Resources Conservation Service (NRCS) staff on field and office duties (approximately 50%/50%) and will report to the Agriculture Program Manager.

Primary Duties

- Assist with the development of Forestry and Agricultural Conservation Plans.
- Complete NRCS planning requirements including Conservation Desktop, CART, and others.

- Write, submit, and maintain reporting data for project grants.
- Project Development:
 - Meet on-site with landowners interested in NRCS Vegetation Management practices to identify goals and develop conservation plans.
 - Build trust and develop strong working relationships with landowners across the BVLCD service area.
 - Identify invasive plants, map populations, and conduct pre- and post-treatment monitoring.
 - Identify and procure site-appropriate agricultural and/or native vegetation seed mixes.
 - Analyze and interpret data using computer software (ESRI ArcPro, and others)
 - Compile data, current science (literature review), and prescription/recommendations into written management plans.
 - Assess sites for feasibility, operability, and access.
- Project Management:
 - Solicit and assist with the selection of weed management contractor bids.
 - Conduct on-site contractor management.
 - Develop and manage project budgets and grants.
- Manage the Mediterranean Sage Eradication Project.
 - Develop and maintain property and weed population maps.
 - Oversee activities of a small seasonal field crew.
 - Prepare quarterly and final reports for grant funding.
- Create educational and promotional documents, presentations, and other products.
- Engage in partnership efforts and attend local collaborative group meetings.
- Other duties as assigned.

Preferred Skills

- A strong background in botany, plant identification, and invasive species is highly desirable.
- Knowledge of current Colorado pesticide laws and regulations – CO Pesticide Applicator License is a plus.
- Experience working outdoors.
- Strong organizational skills, efficient time management skills, and ability to manage tasks, multifaceted projects, computer files, supplies, etc.
- Self-motivated, self-directed, innovative, and enthusiastic.
- Flexibility to perform a variety of duties and deal with unforeseen events.
- Demonstrated success in working and communicating with others. This position has a high degree of social interaction – must enjoy working with people.

- Problem solving skills, interpersonal skills, and customer service skills.
- Committed to safety, quality, and professionalism.
- Technical writing – write effectively and efficiently on topics involving natural resources, survey data, and vegetation management.
- Ability to develop and deliver visual presentations for a variety of groups, that may or may not be familiar with natural resources topics.
- General computing: proficient in Microsoft Office Suite, Google Workspace, ESRI ArcPro, and able to learn other software programs as necessary.
- Discretion in maintaining confidentiality of cooperator business records.

Minimum Qualifications

- Able to pass a background check.
- Bachelor’s degree and at least 1 year work experience in invasive plant management, natural resource management, or a related field.
- Basic understanding of ecosystems in the western United States, and of Integrated Pest Management.
- Ability to work outdoors, often alone and during all seasons, to complete required field work; hike over steep, uneven terrain; use maps, compass, GPS, and vegetation survey equipment.
- Ability to operate 4WD motor vehicles on and off road.
- Ability to obtain a valid Colorado driver’s license.
- Ability to work weekend or evening hours on occasion.

Application Instructions

Application materials listed below should be compiled into one single electronic document/file (PDF or Word document) and named using this naming convention:

“VegetationSpecialist2024_ApplicantLastname”. For example, an application from someone named Sally Smith should read “VegetationSpecialist2024_Smith”. Email the application file as an attachment to this address – rob.walker@bvlcd.com with “Vegetation Specialist Application” in the subject line.

Required Application Materials:

1. Cover letter (one page, one-sided)
2. Résumé
3. Name, contact information, and relation for three professional references

Questions about this position can be referred to Rob Walker, BVLCD Director, at rob.walker@bvlcd.com