

Summit County Job Description

Job Title: Resource and Restoration Manager
Division: County Administrative Effective Date: 05/2024
Department: Lands and Natural Resources Last Reviewed: 01/2025

Pay Range: \$82,097.16 to \$115,069.75 annually

GENERAL PURPOSE:

Under the direction of Lands and Natural Resources Director, the Resource and Restoration Manager advances the management and restoration actions for a variety of duties pertaining to conservation lands that are owned, or operated by, Summit County. The Manager will directly oversee the management and implementation of management and restoration plans that advance forest health, wildfire fuels reduction, watershed restoration, and general natural resource resilience efforts.

Candidates should possess an exceptional applied natural resource and ecological skillset; have a genuine interest in responsible land management; excellent communication skills, including writing and public speaking; be able to oversee numerous and diverse projects simultaneously; work independently with minimal supervision; and have a desire to work collaboratively externally with partners and internally across County departments.

The ideal candidate is enthusiastic, self-motivated, cooperative, and independent.

SUPERVISION RECEIVED:

Works under the direct supervision of the Lands and Natural Resources Director

SUPERVISION EXERCISED:

Direct supervision of Lands & Natural Resources Seasonal Resource & Restoration Technician, Interns, and Volunteers, as well as hired Consultants and Contractors.

ESSENTIAL FUNCTIONS:

- Assists the Director in the development and leads the oversight to implementation of department level guidelines, management, and strategic planning documents for the purpose of baseline assessments, land management, forest health, watershed restoration, fieldwork protocols, and monitoring.
- Builds relationships and works closely with partners on mutually beneficial projects, research, and science programs to include wildlife, habitat, recreation, watershed, restoration efforts, forest health initiatives and ecological resilience.

- Works closely with the Lands and Natural Resources Program and Project Administrator, to inform invoicing and reporting for grants, contracts, and contracted services.
- Assists with writing and reporting of grant proposals and reports.
- Leads the monitoring and compliance of County conservation easement lands and conservation easements.
- Working closely with the Summit County Fire Warden, local fire districts, and state and federal agencies to promote wildfire adaptive communities and forest health initiatives.
- Act as a liaison for community members and homeowner's associations (HOA) providing access to resources related to the wildland urban interface (WUI), forest health, and fuel reduction efforts.
- Serves as project manager and public engagement specialist for Summit County's watershed restoration collaborative with the United States Forest Service (USFS), State Forestry Department, Regional Water Districts, private landowners, and other stakeholders.
- Serves as the liaison and provides technical expertise and input for natural resource related cooperative planning efforts and partnerships involving federal, state and local agencies, county departments, external organizations, and volunteers.
- Makes recommendations to the Director related to budget and resource needs, development of annual goals, objectives, and strategies.
- Provide status reports to the Director that will inform the County Manager, County Staff and County Council. Presents information as assigned.
- Collects and analyzes data and writes reports.
- Serves as a County representative on committees, projects, and boards as assigned.
- Participates in professional growth opportunities by attending trainings designed to enhance capacity to bring new skills and ideas to the organization.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from an accredited college or university with a bachelor's or master's degree in Natural Resource Management, Environmental Science, Ecology, Forestry, Biology, or related field.

AND

Minimum five (5) years progressively responsible experience in Natural Resource Management, Environmental Science, Ecology, Forestry, Biology, or related fields on both the planning and project implementation.

AND

Minimum of three (3) years' experience as a Supervisor or Lead in department or an organizational function.

OR

An equivalent combination of education and experience.

REQUIREMENTS, KNOWLEDGE, SKILLS, AND ABILITIES:

REQUIREMENTS:

- 5+ years progressively responsible experience in Environmental Science, Planning, Ecology, Forestry, Biology, Natural Resource Management or related fields on both the planning and project implementation side.
- Proficiency in planning, budgeting, and managing restoration/maintenance projects.
- Must have valid U.S. driver's license and be able to obtain a Utah issued license within 2 weeks of employment and have a clean Department Motor Vehicle record.
- 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. Employee must provide their own hiking boots, clothing, and other personal gear for fieldwork.

KNOWLEDGE:

- Extensive knowledge of Natural Resources project management principles, practices, and methods.
- Strong knowledge of land management in the Wasatch/Rocky Mountain ecosystems.
- Organizational and community planning.
- Understand, interpret, and communicate County policies and procedures.

SKILLS:

- Strong professional and technical writing.
- Experience with fiscal and budgetary management and tracking.
- Effective communication both verbally and in writing.
- Preference given for Spanish language proficiency.

ABILITY

- Implement natural resource project management principles, practices, and methods.
- Identify and distinguish native and nonnative plants.
- Draft, procuring, and managing contractors, and associated budgets.
- Manage and delegate tasks and responsibilities and provide recommendations and feedback.
- Handle multiple tasks simultaneously, under pressure, and in emergency and stressful situations.
- Organize and priority work to meet deadlines.
- Competent application of MS Office 360 (Word processing and Teams)
- Strong applied desktop and field-use of ESRI products (ArcGIS Pro and ArcGIS Online)
- Establish and maintain effective working relationships both internally and with external partners.
- Able to safely operate a four-wheel-drive vehicle in urban and rural mountain settings on- and off-pavement
- Exemplify excellent analytical skills with a strong attention to detail.
- Represent Summit County with diverse constituents in a clear and professional manner.
- Working efficiently both independently and as part of a team.
- Able to work evenings and weekends when required.
- Speak and write fluently in English.
- Pass a federal background check.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Must be able to work both outdoors (60%) and in an office setting (40%). Job tasks require a variety of physical activities, such as walking, standing, stooping, reaching, talking, hearing, seeing, and lifting boxes of materials up to and including 50 pounds. Work performed outdoors may involve a variety of conditions including excessive (cold/hot) temperatures, inclement weather and steep and uneven terrain. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg, and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. May require periodic travel, working evenings, weekends and/or holidays, and emergency call-out.