



Coos Soil & Water Conservation District
379 N. Adams Street
Coquille, Oregon 97423
(541) 396-6879 Fax (541) 824-0356

Position Title: Water Quality Project Manager

Reports to: District Manager

Status: Full-time, FSLA non-exempt

Compensation: \$18.50-\$20.00 per hour, plus benefits, DOE

Application Deadline: First review of applicants on July 28th. Open until filled.

General Summary

This is a full-time, at will, non-exempt position which serves as Water Quality Projects Manager for the Coos Soil and Water Conservation District. Coos SWCD has a small staff, and each of us is often called upon to do a wide range of job duties. Because of this, flexibility and excellent communication skills are crucial to the position. The Projects Manager (PM) is primarily responsible for identifying, planning, developing, and implementing conservation, restoration, and water quality improvement projects as part of the water quality improvement and conservation efforts for the Oregon Plan and the Coos & Coquille Agricultural Water Quality Management Plan. This position also performs the necessary functions to implement monitoring, technical assistance, outreach, and stakeholder engagement projects. The PM, under the general direction of the DM, is responsible for securing and managing grant funding to support the projects they manage and the ability to acquire funding is tied directly to the sustainability of this position beyond the currently secured funding. This position is currently funded by grant(s) through the year 2024, and contingent upon the ability to secure additional and continual grant funding.

Supervision Received

The Water Quality Project Manager reports to the District Manager and Board Appointed Staff Supervisor. Work is accomplished independently with technical guidance provided by the District Manager, Natural Resource Conservation Service, Oregon Dept. of Fish and Wildlife, local Watershed Councils, various technical and resource manuals, and specialists. This position acts on behalf of the Coos SWCD Board of Directors, within the authority delegated by the Board and this description and is governed by the policies of the District Personnel Policy Manual. The District Manager conducts the performance evaluation for this position. There is a ninety-day probationary period for a new employee.

Civil Rights

The incumbent of this position will perform all duties in a manner which consistently demonstrates fairness, cooperation and respect toward co-workers, office visitors, government agencies and all others during the execution of official business. This position will perform in accordance will all applicable state and federal laws for equal employment and other requirements of civil rights statutes.

Essential Job Functions, Duties, and Performance Requirements

- Provides professional technical assistance to landowners and managers regarding water quality and other natural resource concerns. Communicates and works directly with landowners through direct one-on-one contact, or casual communication (telephone, written or faxed correspondence or email).
- Recruit landowners, identify conservation needs, design restoration projects and write grant proposals to fund projects, implement projects, track project budgets, coordinate with grantors and partners, monitor effectiveness and report on projects.
- Plan workflow processes for multiple projects with various scopes of work (SOW), objectives, performance periods, peak activity periods, contractor and material resource needs, timing and geographical constraints, permitting requirements and work windows. Adaptively manage during implementation and document modifications to SOW during implementation.
- Maintain organized project databases storing contracts, invoices, spatial data, photographs, reports, funds requests, reimbursement requests, budgets and other project information.
- Implement baseline, status and trend and effectiveness monitoring projects, including but not limited to: water quality, physical habitat, and biological.
- Provide assistance to the NRCS staff with conservation planning, contracting, implementation of USDA-funded landowner projects, and other assignments as outlined in the NRCS/SWCD Cooperative and Contribution Agreements.
- Assists with implementation of funded projects as applicable or as ability allows; including, but not limited to, fence construction, procuring willow and cottonwood stakes for planting, planting native plants, monitoring, data entry, as well as oversight of the contracted implementation of any of these activities, as necessary.
- Conducts outreach and develops educational material on water quality, conservation, and other natural resource issues, and/or assists the District board and staff in these activities. This includes, but is not limited to, developing newspaper and newsletter articles, generating soil reports, facilitating workshops, seminars, fairs, and conventions, and speaking at meetings of other associations, agencies, schools to provide information on water quality/natural resource conservation, along with District goals, objectives and projects.
- Participates in office meetings with District Directors, District employees, NRCS employees and other agency employees to coordinate work and prioritize where technical assistance will be provided. Communicates with federal, state, and local agency personnel involved in similar work to coordinate work and avoid duplication. Helps facilitate occasional meetings of agency personnel.
- Meets all reporting requirements of work completed in the appropriate method to the Board, Oregon Department of Agriculture, NRCS reporting system, Oregon Watershed Enhancement Board, Grant Providers, etc. All reports shall be submitted in a timely manner to coordinate with the Districts requirements and requests for funds.
- Present project information to the Board of Directors, members, community, and technical audiences. Write articles describing projects for the SWCD newsletter. Provide project summaries, photographs, and other outreach information to outreach staff.

- Provides a written monthly report of work activities/progress at the monthly District Board meetings. Will provide an accurate monthly mileage report and bi-weekly timecard, with accurate description of duties performed.
- Participates in On-the-job and professional education/training events (workshops, seminars, courses, etc) to improve technical skills and knowledge related to water quality and conservation planning and assistance.
- Participates in meetings with landowners or operators and agencies with jurisdiction over proposed activities to provide information and assist in resolving issues.
- Performs other related duties as requested by the District Manager.

Minimum Knowledge, Skills and Abilities:

The PM position requires a combination of technical and interpersonal skills. The successful applicant will demonstrate a combination of success in similar positions, relevant training and education, and extracurricular and non-professional experience that aligns with the Coos SWCD mission. The Water Quality Project Manager must have strong project management skills; field and data management skills; the ability to work independently and as a part of a team; and be able to communicate effectively with landowners, partner entities, and coworkers. Preferred areas of strength and demonstrated experience include:

- A minimum of a Bachelor’s degree with major course work in natural sciences, natural resource management, agricultural sciences, soils, water quality, or a related discipline is preferred, and/or a minimum of 2-3 years’ experience working for a natural resource’s management-related agency, organization, or corporation is preferred.
- Experience in collecting field data, especially soil and water-related data, and maintaining field notes.
- Excellent writing skills, oral communication skills and management skills, including supervision of staff, volunteers and interns. Education or experience in public communications or community outreach that includes working one-on-one, in group settings and/or public speaking is beneficial.
- Experience with on-the-ground implementation of projects, including project permitting and contracting.
- Knowledge of salmonid life history and habitat needs, watershed processes, water quality issues, natural and introduced vegetation.
- Being dependable, self-motivated and collaborative.
- Organizational skills, ability to anticipate and meet deadlines, track and manage numerous long-term and short-term tasks and activities.
- Knowledge of office procedures, including Adobe and Microsoft Office programs to manage data, generate reports and produce presentations. Successful applicant will have experience creating and updating datasets in Excel. Basic GIS skills are required.
- A valid Oregon driver’s license and a good driving record. Although the District has a vehicle, occasional use of the employee’s own vehicle may be necessary (available reimbursement is based on mileage).

Job Conditions

- This is a full-time (35-40 hours per week) position.
- No overtime is allowed unless approved by the District Manager and SWCD Board-appointed Supervisor.

- Pay Rate is \$18.50-\$20 hourly to start (DOE), with a pay raise after successful completion of the 90-day probationary period.
- Benefits include 11 paid holidays, paid sick and vacation leave, reimbursement of monthly medical/dental insurance premiums up to \$250/month.
- This position works both in the field and in the office. Fieldwork will include working in and around such locations as farms and dairies; rivers, streams and ponds; properties with dense vegetation or woodlands; and other areas with steep, slippery, muddy, rocky or other hazardous terrain. Appropriate attire shall be worn for these occasions. Office work may include working at a desk, using a computer, or standing at a table.
- This position may require travel to conferences, workshops, training sessions, and daytime and evening meetings outside the office. Travel may be outside the normal workday and training sessions may be as long as one week.
- The Water Quality Program Manager shall perform all duties in a prudent and sensible manner, following established protocols that ensure health and safety. Reasonable accommodation will be provided if necessary.

Location

The position is based in the town of Coquille within Coos County in beautiful Southwestern Oregon. Ideally located along the Pacific Coast, Coos County boasts a vast array of activities, scenic landscapes, and historic attractions. From the Coos SWCD office, it is a 30-minute drive to the idyllic town of Bandon, the Bandon Marsh Wildlife Refuge, the city of Coos Bay (largest city on the Oregon Coast), scenic Ocean Beaches, the South Slough National Estuarine Research Center, or the Bandon Dunes Golf Course. Filled with diverse activities such as hiking, camping, birdwatching, hunting, fishing, mushroom picking, surfing, all within an hour’s drive, the SW Oregon Coast is truly a beautiful and enriching place to live.

To Apply

Submit a PDF packet with a resume, letter of interest addressing the required and preferred qualifications presented in the job announcement, and three references. Note: we will not contact references until after interviews.

Applications are open until the position is filled. Applications will be reviewed as they are received. Projected Start Date: Summer 2021

DATE (N= New, R=Revised)

Approved by the Board - **June 24th, 2021 (R)**

I have read and understand the position description information and hereby state that I can perform the essential functions of the job.

Employee

Date

Board Chair

Date