



Jackson Soil and Water Conservation District

Position Announcement: Forest Conservation Technician

Open: Monday, April 1st, 2024

Priority Application Deadline: Wednesday, May 1, 2024

Anticipated Start Date: June 1st, 2024

Status: 3-year term, full-time 40 hours/week average, salary (exempt), at-will

Pay Scale Range: GS-07 (starting salary range: \$49,025 - \$63,733)

Benefits: 11 paid holidays, 7 vacation hours and 8 sick leave hours accrued per month, annual cost of living salary increases, District-paid 3% and match up to 7% of 457b retirement plan, \$1,300/month taxable health insurance stipend, employee assistance program, health and dependent care flexible spending account, and professional development and training budget.

How to Apply

Please submit a current resume, cover letter (maximum one page), and three references with contact information **in PDF format**. In your resume and cover letter, please highlight your experience in relation to the “Essential Functions” as listed in the position description below. Submit completed applications by email to: trevor.morris@jswcd.org. Qualified applicants will be notified if they are selected for an interview after the May 1st priority deadline.

Jackson Soil and Water Conservation District is an equal opportunity employer, providing services to the public without regard to race, ethnicity, national origin, religion, age, disability, political beliefs, sexual orientation, and familial or marital status. Qualified veterans may be eligible for veterans’ preference when applying for JSWCD positions. If you are a veteran and would like to be considered for veterans’ preference for this position, please provide your DD-214 with your application submission.

Position Description

General Position Summary

This is a full-time, 3-year term, at-will position serving the citizens of Jackson County as a staff member of the Jackson Soil and Water Conservation District (JSWCD). The Technician will assist JSWCD’s upland forest restoration program with project planning, implementation, and evaluation to address forest health and water quality concerns, including post-fire restoration, hazardous fuels reduction, and tree pests and disease. Other duties include providing technical assistance to residents, assisting with outreach and enrollment of residents in forest restoration programs, and inventory and reporting to help meet the goals and deliverables for funded restoration initiatives. It has no regulatory authority.

Essential Functions/Major Duties

- Coordinate with JSWCD staff, chiefly the Forest Resource Conservationist, to plan and implement forest conservation projects within established timeframes and budget guidelines.
- Assist with developing project scopes, planning and implementation, and scheduling field visits with landowners and contractors.
- Navigate to project sites, independently or with other JSWCD staff or partners, to conduct regular quality control inspections of forest conservation projects.
- Assist with review of forest conservation project prescriptions and maintenance as needed to adapt to site conditions.
- Assist with writing forest conservation plans, independently or jointly with Forest Resource Conservationist. Duties include conducting site visits, mapping project boundary, gathering project site data, and preparing prescriptions and maps for implementation.
- Assist with conducting forest inventories and other resource assessments to write basic forest management plans and job sheets for lands in JSWCD's priority areas.
- Collect data in the field (inventory, monitoring, and evaluation) using a tablet or smartphone and process data in the office using GIS software.
- Assist with submitting Forest Activity Electronic Reporting and Notification System (FERNS) notifications and other required project documentation.
- Track expenses and data to support project budgets, monitoring, and reports.
- Communicate with landowners, project partners, and contractors.
- Thoroughly document project activities, communications, and status.
- Provide technical assistance through on-site visits or remotely (phone or email) regarding forest resource concerns or management/stewardship goals to residents and other JSWCD staff.

Secondary Functions

- Work with JSWCD staff and program partners to develop outreach materials and engagement events.
- Contribute to the development of and participate in presentations and events.
- Communicate with the public at workshops and events tied to forest resource conservation and stewardship.
- Maintain JSWCD files, time, and attendance records according to JSWCD policy and protocols.
- Participate in JSWCD special projects, as needs arise.
- Professional development: remain current in development and training of skills needed to perform the duties of this position.
- Other duties as assigned.

Supervision Received

The Forest Conservation Technician is under the supervision of the Forest Resource Conservationist. This position acts on behalf of the Executive Director, within the authority delegated by the Board and this position description and is governed by the policies of the District's Personnel Policy Manual.

Supervisory Responsibility

The Technician position is not responsible for any supervisory functions or responsibilities but may occasionally be asked to assist with managing outside contractors and orient new employees or interns.

Specific Job Skills

This position is detail oriented and technical, requiring performance of the following essential job functions:

- Strong written and verbal communication skills (email, phone, one-on-one conversations in the field, presentations, etc).
- Strong time management, organization, and project planning skills.
- Knowledge of Microsoft products.
- Competency in use of technical forestry equipment (e.g. rangefinder, D-tape, compass, clinometer, densiometer, Reloskop, prisms, etc.).
- Fluency in ArcGIS programs and ESRI products.
- Knowledge of natural resources and/or forestry, and the ability to apply such knowledge to various projects.

Minimum Qualifications

- Two years professional experience in a natural resource related field.
- Knowledge of conservation principles and strategies related to forest stand management, operations, or projects.
- Ability to manage multiple projects simultaneously, contribute to and adhere to project timelines, budgets, and meet deliverable deadlines.
- Ability to collect and interpret field data, use ArcGIS applications, and follow data management protocols.
- Strong communication skills and ability to communicate in a timely and effective manner with clients, contractors, partners, and staff of diverse backgrounds.
- Demonstrated ability to be an effective member of a team.

Preferred Qualifications

- Experience collecting and analyzing forest mensuration data.
- Coursework or degree in forestry, environmental science, biology, botany, ecology, or other natural resource management related field.
- Experience planning and managing forest stewardship and conservation projects.
- Experience coordinating contract crews.
- Spanish language proficiency.
- Familiarity or experience with NRCS planning process and requirements.
- Familiarity or experience with Oregon Forest Practices Act and FERNS notification system.
- Ability to identify native and non-native plant species and knowledge of local (Southwest Oregon) climate, ecology, and forest and woodland systems.

Job Conditions and Interpersonal Contacts

To perform the duties of this position, this employee must serve as incidental motor vehicle operator and maintain a valid Oregon driver license and clean driving record. This position requires some physical effort or manual labor such as lifting, carrying (up to 50 pounds), or constant movement while carrying or wearing tools for long distances on steep or uneven terrain, sometimes in inclement weather. Office work involves regular use of computers and prolonged sitting or standing at meetings. This position involves periodic travel to early morning, daytime and evening meetings, field tours, conferences, workshops, training sessions, and landowner properties throughout the county and state as well as outside of the state as needed. Occasional weekend work may be required to accommodate volunteer groups and district events. This position is based out of Central Point, Oregon with travel to project sites

across Jackson County, OR. A hybrid telecommute work schedule may be arranged following a two-month onboarding and orientation period.

The employee must be able to work in a team/collaborative environment. It is essential that this position maintains effective working relationships with the District staff and partners for effective communication and implementation of natural resource projects and educational events. Communication is in person, via electronic methods and may include presentations to the public.

This position will perform in accordance with all applicable state and federal laws for equal employment and other requirements of civil rights statutes.