



## **Position Announcement**

**Position Title:** Forester – District Conservation Technician

**Location:** Lakewood, Colorado (Denver Federal Center)

**Closing Date:** July 9, 2017

Applications will be considered until the position is filled; however, applications should be submitted by the closing date for full consideration.

### **Employment**

**Status:** Full-time 40 hours per week, permanent conditional

**Salary Range:** \$17.00 - \$22.00 per hour depending on experience

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**Organization Overview** - Jefferson Conservation District (JCD), a political subdivision of the State of Colorado, provides natural resources technical assistance in Jefferson, Gilpin, and Clear Creek counties. Our mission is to provide leadership in a partnership effort to help people conserve, maintain, and improve our natural resources and environment. Programming disciplines include forestry, noxious weeds, and urban agriculture. JCD is governed by a Board of Supervisors.

**Position Overview** – Position reports to the Staff Supervisor and undertakes a variety of office and fieldwork duties in support of JCD’s forestry programming, as well as the support and delivery of USDA Farm Bill programs (through partnership with NRCS – Natural Resources Conservation Service). The selected candidate will work with JCD staff and various partner organizations and agencies to assist private landowners in the planning and implementation of forest conservation practices.

### **Primary Duties**

#### **Develop Forest Management Plans**

- Initiate planning and coordinate with landowners and other stakeholders to develop a forest management plan (FMP)
- Perform necessary field work during all seasons to collect and organize forest inventory data using standard forest inventory equipment
- Analyze and interpret data using computer software; compile data, current science (literature review) and prescription/recommendations into a written FMP
- Use FMPs in the development of conservation plans under Farm Bill programs, primarily EQIP – Environmental Quality Incentives Program

#### **Manage Forestry Projects**

- Identify grant and cost-share funding opportunities and assist in the development of funding applications; develop project budgets
- Project layout: mark trees, flag boundaries, locate access routes, use GPS and ArcGIS software to create maps, create logging operations plans

- Procure logging contractors: create bid announcements, host site visits, select contractors, provide technical information on landowner and contractor agreements
- Field inspections; certify work completion; initiate invoicing and payments
- Coordinate with landowners, logging contractors, grantors, researchers, agencies and other stakeholders
- Provide technical information for project/grant updates and reports

### Outreach and Development

- Plan meetings, give presentations, and host field tours for general public, land managers, and other partners
- Engage with JCD Board of Supervisors to maintain and improve JCD programming
- Create educational and promotional documents, presentations, and other products

### **Necessary Skills**

#### Soft Skills

- Highly organized and efficient in managing time, 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
- Excellent communication, both verbal and written
- Problem solving skills, inter-personal skills, and customer service skills
- Maintain a positive attitude, enjoy working with people, and respect different viewpoints
- Committed to safety, quality, and professionalism

#### Hard Skills

- Demonstrated success in working and communicating with others
- Technical writing – write effectively and efficiently on topics involving forestry and natural resources
- Development and delivery of 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, ArcGIS, and able to learn other software programs as necessary
- Discretion in maintaining confidentiality of cooperator business and records
- Ability to work outdoors, often alone, during all seasons to complete required field work; hike over steep, uneven terrain; use map, compass, GPS, forest inventory equipment
- Ability to operate 4WD motor vehicle on and off road

NOTE: This job description is not intended to be all-inclusive. Employee will perform other related duties to meet the ongoing needs of the organization.

### **Minimum Qualifications**

- Able to pass background check
- Bachelor's degree, or at least 2 years' work experience, in forestry, natural resource management, or a related field
- Basic understanding of forest and fire ecology in the western United States
- Experience working outdoors
- Hold or able to obtain a valid Colorado driver's license
- Able to work weekend or evening hours 3-5 times per year

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

“Forester2Application2017\_ApplicantLastname”. For example, an application from someone named Sally Smith should read “Forester2Application2017\_Smith”. Email the application file as an attachment to this address -- jeffersonconservationdistrict@gmail.com – and put “Forester 2 Application” in the subject line.

**Required Application Materials:**

- 1) Cover letter (one page, one-sided)
- 2) Résumé (or CV)
- 3) Name, contact information, and relation for three professional references
- 4) College/university transcripts (photocopies acceptable)

Questions about this position can be referred to Emily Zeller at [jeffersonconservationdistrict@gmail.com](mailto:jeffersonconservationdistrict@gmail.com)