



Job Announcement: Riparian Restoration Project Manager

Posting Date: Sept 6, 2024

Closing Date: Open until filled; First review begins Sept 25, 2024

Position Title:	Riparian Restoration Project Manager
Supervised By:	Restoration Ecologist
Supervises:	Restoration Crew Coordinator and Restoration Technicians
Classification:	Regular Full-Time, Non-exempt
Work Schedule:	This position has a somewhat flexible schedule. Technicians work four-10 hour days Monday- Thursday. However this position has the flexibility to work some remotely from home, as well as flexibility to work five- 8 hour days (Monday-Fridays) if that is desirable.
Pay Range:	\$63,800 to \$76,000 annually (depending on qualifications and experience) plus benefits (medical, dental, retirement, vacation, sick and holiday pay)

Position Summary:

The Riparian Restoration Project Manager is responsible for planning and implementing all of the Skagit Fisheries Enhancement Group's (SFEG) riparian restoration projects. These projects include grant funded projects, contract work with partners, community volunteer events, and school plantings within the SFEG's regional boundaries (i.e. the Skagit and Samish River watersheds, northern Whidbey Island, and San Juan Islands). This involves oversight of many grants/contracts with cumulative annual budgets of more than \$1 million. The Riparian Restoration Project Manager establishes the work plan for a team of restoration technicians, seasonal technicians, and contract crews with Washington Conservation Corps and EarthCorps. The Riparian Restoration Manager supervises the team of Restoration Technicians while the Restoration Crew Coordinator coordinates the daily activities of the technicians and crews. This position also provides input and guidance on applying relevant scientific knowledge to the riparian restoration program.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Works with the Restoration Ecologist and Stewardship Coordinator to identify potential planting sites.
2. Works with Restoration Ecologist and Executive Director to develop grants, contracts and budgets for riparian planting projects.
3. Effectively communicates and coordinates work activities with Restoration Ecologist, Restoration Crew Coordinator, and other SFEG staff.
4. Develops planting plans and budgets; prepares grant applications for riparian planting projects.
5. Provides scientific oversight on all aspects of the riparian planting program, including communication with other riparian professionals, universities and other sources of new and relevant data. This may include designing and managing experimental planting plots.
6. Represents SFEG with landowners and project partners. Performs outreach to educate landowners about healthy riparian areas and to secure permission to do riparian restoration work.

7. Hires and supervises riparian team staff, timesheet tracking and approval and annual performance evaluations.
8. Develops work plans for team of Restoration Technicians and Contract Restoration Crews. Manages contracts for crews from the WCC, EarthCorps or other organizations.
9. Supports Restoration Crew Coordinator in coordination of Restoration Technicians and Contract Restoration Crews.
10. Conducts QA/QC inspections to confirm that work performed by staff and crews is consistent with SFEG standards.
11. Oversees SFEG's staff and volunteers to effectively operate and maintain SFEG's native plant nursery. Provides a report on nursery operations to the Restoration Ecologist annually.
12. Utilizes data collection by SFEG's vegetation monitoring program to improve riparian planting success, writes grants to secure funding, and prepares annual reports describing the results to funders.
13. Ensures volunteer and student planting events have resources for planting. Works with SFEG's Outreach Manager to plan school service-learning planting project locations.
14. Ensures riparian planting GIS database is kept up to date providing record of the location and other relevant data for all planting sites.
15. Accurately tracks deliverables and budgets for multiple grants. Reviews requests for reimbursement for grants and contracts pertaining to riparian programs and provide progress reports as needed.
16. Follows SFEG purchasing guidelines to order plants, planting materials, and rental equipment.
17. Perform other related duties as assigned.

REQUIRED EDUCATION, EXPERIENCE AND TRAINING FOR POSITION:

- Bachelor's degree in botany, forestry or other watershed science related field with an emphasis on habitat restoration.
- Four years professional experience in planning, implementation, maintenance, and monitoring of riparian or habitat restoration projects.
- An Associate's degree in related field with a minimum 6 years pertinent work experience may substitute

REQUIRED SKILLS/KNOWLEDGE/ABILITIES FOR POSITION:

- Proficient knowledge of native plant species and growing conditions.
- Knowledge and experience related to identification and treatment techniques of invasive species specifically those associated with riparian and floodplain areas.
- Understanding of habitat needs of salmonids.
- Demonstrated ability to communicate effectively both in verbal and written format.
- Ability to interact positively with and motivate a wide range of people, including staff, volunteers, landowners, public agencies and other stakeholders. Conveys information clearly and concisely.
- Experience planning workloads and providing leadership to field technicians and restoration crews.
- Demonstrated ability to secure grant funding, manage grants and be fiscally responsible by preparing budgets, working within them, and following purchasing guideline requirements.
- Experience training and directing volunteers.

- Ability to operate four wheel drive truck with trailer.
- Experience preparing written progress reports in an accurate and timely manner.
- Knowledge of herbicide application according to Washington State laws.
- Willingness to perform duties in all types of weather and terrain. Able to perform physically demanding manual labor outdoors, at remote locations, on difficult and hazardous terrain in all types of weather.
- Proficient with computers and the use of Microsoft Office
- Knowledgeable with use of ARCGIS software
- Must be able to provide own transportation when SFEG vehicles are not available. Approved mileage will be reimbursed.
- Strong ability to work both independently and as part of a multidisciplinary team.
- Ability and willingness to follow direction and take initiative while maintaining a positive attitude.

REQUIRED LICENSES OR CERTIFICATIONS:

- Must have and maintain throughout employment a valid Washington State Driver's License
- Current CPR and First Aid Certification. If not current must be able to successfully complete certification within 6 months of employment.
- As per SFEG's personnel policies, SFEG will conduct a background check on any volunteers or employees who will work with children and other vulnerable populations

PHYSICAL REQUIREMENTS *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.):*

- Able to perform frequent, physically demanding work, in the outdoors, at remote locations, on difficult terrain in all types of weather.
- Must be able to lift 40 lbs into and out of trucks
- Walk up to 3-miles over steep or uneven terrain
- Capable of performing repetitive tasks (planting trees, using hand or power tools, working at computer keyboard) for extended periods of time with appropriate breaks and PPE.

TO APPLY:

A complete application includes: a letter of interest, resume, answers to the attached supplemental questions, and a list of three professional reference contacts.

Send application materials to:

EMAIL-preferred (as **one pdf** document) to (due to risk of viruses, only pdf's will be opened):

kyreiss@skagitfisheries.org

Subject Line: Riparian Restoration Project Manager position

This position is open until filled. The first review of applications will begin September 25, 2024 in preparation for interviews being scheduled the first week of October.

For more information, please visit www.skagitfisheries.org or contact Yuki Reiss at 360-770-3177 or kyreiss@skagitfisheries.org

**Supplemental Questions for
Riparian Restoration Project Manager Position:**

Please provide answers to the following three supplemental questions with your application. Please do not to exceed 2 pages of writing using standard font and margins.

1. The Riparian Restoration Project Manager position requires working with partners and landowners to develop projects and preparing grant proposals to fund that habitat restoration work. Tell us how you would approach development of a project to restore riparian habitat: How would you identify potential project sites? What are key factors that need to be evaluated and why? What aspects of the project would you highlight to make the project stand out and be competitive for grant funding?
2. Climate change is predicted to alter habitat conditions in western Washington, including the Skagit River basin over the next 50 years. Describe the changes that you believe might be expected to occur in our region and the key physical, biological and social attributes that need to be addressed to develop a riparian restoration project that addresses climate change.
3. One of the major factors impacting riparian habitat in the Skagit basin is the prevalence of invasive plant species such as knotweed and Himalayan blackberry. How would you approach controlling these and other weed species on a large (>10 acre) restoration site in support of a planting project. How would you deal with concerns of neighboring landowners about things like use of herbicide, or the spread of agricultural weeds from the restoration area to neighboring agricultural properties.

SFEG will provide equal opportunity for employees and applicants without regard to race, color, religion, national origin, gender, age, sexual orientation, sensory, physical or mental disability, veteran status, protected genetic information or any other status protected under state or federal law.

SFEG's policy regarding equal opportunity applies to all aspects of employment, including, but not limited to, hiring, job assignments, promotions, working conditions, benefits, wage and salary, disciplinary action, termination.