



Position Description

Position: Aquatics Projects Manager

Pay: \$17.00/hr to \$20.00/hr based on qualifications and experience

Benefits: PTO and holidays after probation period; does not include other benefits

Duration: Temporary (dependent on grant funding; potential for extension/expansion)

Work Schedule: 25 – 40 hours/week; hours vary seasonally and includes some early mornings, evenings, and weekends.

Location: Mapleton office and field

Title of Supervisor: Council Coordinator/Executive Director

Siuslaw Watershed Council Mission Statement:

The Siuslaw Watershed Council (SWC) supports sound economic, social and environmental uses of natural and human resources in the Siuslaw River Basin. The Council encourages cooperation among public and private watershed entities to promote awareness and understanding of watershed functions by adopting and implementing a total watershed approach to natural resource management and production.

Summary of the Position:

Under the general direction of the Council Coordinator/Executive Director, the Aquatics Projects Manager works collaboratively with SWC partners and landowners and land managers to identify, develop, acquire funding for, implement, manage, inspect, and report on watershed and estuarine wetland monitoring and restoration projects; assists in the function of the SWC and the office.

Essential Job Duties:

1. Recruits landowners and land managers to participate in restoration projects that focus on high priority areas. Works positively and effectively with landowners, land managers, agency partners, volunteers, and SWC members and staff.
2. Fully develops and implements restoration projects (including but not limited to LWD placement, culvert replacement or removal, tidal and non-tidal wetland restoration, and riparian fencing and planting). Development and implementation includes initial project identification, design, grant writing, implementation, reporting, and effectiveness monitoring. Ability to acquire funding is tied directly to the sustainability of this position.
3. On the Waite Ranch Tidal Restoration Project, working with the Waite Ranch Project Team (SWC, McKenzie River Trust, and partners), manages and coordinates completion of preliminary and final engineering designs, assessments associated with a potential set-back levee, permitting, cultural resources, biological monitoring, incorporation of the Waite Advisory Group input, stakeholder involvement, and contributes to the completion and implementation of the Interim Management Plan and infrastructure removal. Collaborates on the development of funding applications. Eventually manages and coordinates on-the-ground implementation of restoration.
4. In coordination with the USFS, operates the Knowles Creek Smolt trap. After completion of mandatory training, duties include maintenance, sampling, volunteer and student mentoring and management, data entry, reporting, and public presentations.
5. In coordination with monitoring projects' staff, manages water quality data and, as necessary, collects and processes samples.

6. Uses Microsoft Office programs to manage data, generate reports, and produce presentations and required documents (Access, Excel, PowerPoint, and Word). Provides GIS services and support for the SWC and partners. Updates website with pertinent project information and provides articles for the SWC Newsletter and postcards.
7. Maintains invoices and other financial data while projects are in progress to determine and track costs associated with each project, complying with grant budgets. Works with SWC bookkeeping staff and contractors on funds requests and ensuring contractor/vendor payments.
8. Communicates with project staff and/or contractors to ensure project completion, compliance with grant requirements, and maintaining grant schedule as dictated by grantors.
9. Participates in SWC Technical Team monthly meetings. Reports on status of projects. Takes meeting notes.
10. Provides support to SWC programs and office (including assisting with meeting set-up, office cleaning, and other duties as assigned).

Minimum Knowledge, Skill and Ability:

Bachelor's degree in biology, fisheries, or natural resources related field with minimum of 1 year experience (2 years is preferable) in work related to project management, stream restoration, or fish/natural resources management, or a bachelor's degree with minimum of 3 years experience in work related to project management and stream restoration or fish/natural resources management. Knowledge and experience related to watershed health and function, salmonids and aquatic organisms in the Pacific Northwest, estuaries and/or tidal wetland communities and function, and knowledge of related physical and biological sciences is preferred. Must have reliable transportation and good driving record. Preferred areas of experience include:

1. Ability to work effectively with people from diverse backgrounds and perspectives;
2. Experience in Geographic Information Systems (GIS) including developing, maintaining, and installing information and analysis systems, use of the ArcGIS software suite, and map making;
3. Experience in GPS data collection and integration;
4. Ability to facilitate meetings and develop consensus among a diverse group of stakeholders;
5. Ability to work effectively and efficiently on a multidisciplinary team;
6. Self-motivated and ability to learn and implement new tasks and concepts;
7. Excellent written and oral communication skills;
8. Organizational skills, ability to anticipate and meet deadlines in a timely manner;
9. Ability to track and manage numerous long-term and short-term tasks and activities; and,
10. Excellent management skills, including supervision of volunteers and interns.

Knowledge of:

1. Salmonid life history and habitat needs;
2. Watershed processes;
3. Interactions between watershed processes and salmonid habitat;
4. Estuaries and tidal wetlands;
5. Water quality issues;
6. Riparian vegetation;
7. Personal computers and related software, including MS Office and GIS principles;
8. Office methods and procedures;
9. English usage, spelling, grammar, and punctuation;
10. Record keeping principles and procedures;
11. Volunteer management and landowner relationships.

Working ability to:

1. Operate a variety of office equipment including personal computer and related software;

2. Collect, analyze and interpret data;
3. Formulate recommendations;
4. Identify, develop, implement, report on, and monitor aquatic and riparian restorations projects;
5. Participate in coordinating project efforts, speak and write effectively;
6. Conduct field surveys;
7. Prepare technical reports;
8. Share a work station;
9. Monitor and follow project budgets.

Physical Requirements and Working Conditions:

1. Requires vision (which may be corrected) to read small print
2. Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects
3. Requires hiking through rugged terrain (including wading in streams) and remote field sites
4. Performs lifting, pushing and/or pulling which may be up to 60 pounds and is an infrequent aspect of the job
5. Subject to inside and outside environmental conditions
6. May be required to work at a video display terminal for prolonged periods
7. May be required to work late evening, early morning, and weekend hours to meet and complete monitoring requirements.

Application:

To apply, send a cover letter, résumé, and names with contact information for three references by 12:00pm on Thursday, February 23, 2012 to:

jobinfo@siuslaw.org or Siuslaw Watershed Council
PO Box 422
Mapleton, OR 97453

Questions may be directed to Liz Vollmer-Buhl, Council Coordinator, at jobinfo@siuslaw.org, no phone calls, please.