



**POSITION:** Forestry Projects Coordinator

**Primary Responsibilities** – Coordination, layout, permitting, contracting, and oversight of commercial logging and fuels reduction service projects on Private and Federal lands.

**Location** – Quincy, CA

**Travel** – Occasional overnight travel may be required

This position will require a California Registered Professional Forester (RPF) to conduct project layout and contract management for forest health projects undertaken by the District. The position may perform duties on Plumas National Forest and private lands, and as such should have a working knowledge of both state and federal regulations. The primary duties will be management of a community wildfire protection and forest resiliency project spanning approximately 8,987 acres of Plumas National Forest, within the Wildland Urban Interface (WUI). The position is full-time at 40 hours per week. The Forester will report to the District Manager and will work closely with other RCD staff, Plumas National Forest employees, and contractors to ensure the successful implementation of the project. The Forester will work closely with a broad array of partner organizations, government agency staff, and public and private landowners.

#### **TYPICAL DUTIES AND RESPONSIBILITIES**

- Collaborate with partners and stakeholders on the North Quincy Wildfire Resiliency project.
  - Unit layout including but not limited to: treatment specifications, unit-specific layout, flagging, and tree marking.
  - Manage contracts with funders, consultants and subcontractors.
  - Manage budgets, invoicing and reporting.
  - Manage communications between project partners and stakeholders.
  - Coordinate with project partners and consultants to ensure environmental documentation and permits are being followed.
  - Coordinate the development of project designs and logistics for project implementation.
  - Provide oversight of implementation activities, including photo and biological monitoring.
- Ensure project compliance with the California Environmental Quality Act (CEQA) and National Environmental Protection Act (NEPA).
- Assist staff on other projects as appropriate.
- Oversee monitoring activities, including collecting data in the field, data entry, equipment preparation and maintaining supplies.
- Supervise project staff – which may be seasonal or permanent staff working primarily on day-to-day portions of projects the North Quincy Project Coordinator manages. This duty includes leading hiring and training of project staff as well as day-to-day management and conducting performance evaluations for supervised staff among other duties associated with staff supervision.

## **APPLICANT QUALIFICATIONS**

Successful applicants will “wear many hats” at the RCD. They will have an active RPF license with experience developing, planning, implementing and monitoring forestry projects. They will work across many disciplines and therefore must have technical, administrative, communication, and interpersonal skills.

### **Minimum qualifications**

- State of California Registered Professional Forester (RPF) license
- Knowledge of forestry, silviculture, vegetation management, wildfire behavior, watershed stewardship and conservation, resource management, basic hydrology, basic soil science, native plant and animal communities, and/or restoration ecology
- Strong written and verbal communication skills and ability to work with a variety of people with diverse interests and temperaments
- Strong computer skills, including Word and Excel
- Highly organized and motivated self-starter with the ability to prioritize
- Physically able to work in challenging and strenuous terrain and environmental conditions during all seasons
- Valid California driver’s license, clean driving record, and current auto insurance
- Master’s degree or equivalent experience (three or more years professional experience) with focus on forestry, silviculture, natural sciences, resource management, watershed science, conservation planning, or related field.

### **Desired qualifications**

- Master’s degree in Forestry, Natural Resource Management or related field
- Experience working and/or partnering with the U.S. Forest Service or other governmental agencies on conservation projects
- Familiarity with the NEPA planning process
- Experience in contract management
- Experience with project development and grant writing
- Proficiency with ArcGIS and GPS
- Familiarity with the flora and fauna of the northern Sierras
- Familiarity with local, state, and federal permits required for restoration projects
- Experience working in the production forestry field

## **COMPENSATION**

Financial compensation will be commensurate with applicable experience, ranging from \$38.00 – \$45.00 / hour. Benefits include a health care package, paid vacation and sick time, retirement, cell phone stipend, boot stipend, as well as a flexible work schedule with the ability to work in a positive work environment with excellent coworkers.

**Application Instructions:** Please send Resume, Cover Letter, proof of valid RPF License, and three professional references to Michael Hall [mhall@frrcd.org](mailto:mhall@frrcd.org) or call 530-927-5299 with questions about the position. **Position open until filled.**