

Forestry and Fire Prevention Project Manager

Reports to: Forestry and Fire Prevention Programs Director
Full Time Salary range: \$30 - \$36 per hour (based on experience)
Direct Reports: 0

The Resource Conservation District of Greater San Diego County (RCDGSDC) aims to protect, conserve, and restore natural resources through information, education, and technical assistance. We work across the majority of San Diego County on a variety of programs, including watershed education, promotion of pollinator habitat, providing technical assistance to farmers and ranchers, and management of two large community gardens and a regenerative farm. In conjunction with the Fire Safe Council of San Diego County (FSCSDC), we also manage several forest health and fire prevention programs on private and public lands across the County.

We are seeking an experienced Project Manager to lead the development, implementation, and monitoring of forestry and fire prevention programs which include facilitating a regional forest and fire priority planning process, coordinating roadside vegetation management along county-maintained roads, and supporting a portfolio of forest pest management and demonstration projects. This position is primarily located at the RCDGSDC field office in Lakeside, California, but also requires field work. All District employees are required to work collaboratively across departments and to serve as a positive role model for other employees by supporting the mission, vision, and values of the District.

This individual will possess an understanding of sustainable forestry practices, national forest management policies, and a passion for ecological forest and watershed restoration. At home among the trees, in nature, and with fellow environmentalists, the right candidate will be equally interested in building collegial and productive working relationships with foresters, landowners, scientists, and partner agency representatives. With a deep base of natural resource management, the Project Manager will help implement projects designed to increase the health and resilience of the forests, protecting and advocating for the ecological, social, and economic values that these forests provide. The ideal candidate is an experienced forest/fire ecologist, forester, or related natural resource conservation project manager with a background in forest health and fire resiliency and a solid history of project implementation and management.

General Responsibilities

- Develop and sustain projects related to forest health, fire resiliency, and fire protection that support the mission and strategic plan for both the RCDGSDC and FSCSDC with direction from Forestry and Fire Prevention Programs Director.
- Managing contractors, including:
 - Contractor selection for roadside fuel breaks, understory fuels reduction, brush management, and other project work, including development of Requests for Proposals and review of submitted proposals.
 - Development of contracts for implementation of grant-funded work.
 - Establish pre-project flagging to mark work site boundaries, riparian buffers, etc.
 - Schedule and oversee contractor work, including:
 - Preliminary site visits.
 - Contractor trainings for wildlife and cultural resources awareness.
 - Daily or weekly site visits to ensure adherence to project scope and required mitigations.
 - Purchase materials and coordinate delivery to work site
 - Ensure deliverables are met and work adheres to established timelines and budgets.
- Complete project documentation and monitoring, including:
 - Meet with stakeholders and project partners to discuss goals, progress, and management of projects.
 - Quarterly or semi-annual grant progress reports to project funders.
 - Project photo-monitoring.
- Assist Program Director in supporting key partnerships in our Forestry work: attend meetings and webinars to represent the RCDGSDC/FSCSDC, work on facilitating new opportunities with partners, and communicating project progress to partners and key state and federal funders.
- Assist the RCD Forestry team by providing key project data and other information to support their outreach and training efforts.



- Compile and manage a database of technical data (such as acres treated, fuel load reduction amounts) for projects we are currently working on. Organize and leverage this data for grant proposals, grant reporting, annual report, and to be used in addressing local and state government bodies as needed.
- Work with other project managers and staff to identify risks and opportunities.

Desired Qualifications

- Bachelor's degree or higher in forestry, natural resource management, environmental science, watershed science, or a related conservation field.
- Knowledge of forest ecology, vegetation management, wildfire and watershed conservation, resource management, hydrology and soil science, and native plant and animal communities.
- 2+ years of professional experience related to forestry and/or environmental science.
- Proficiency with ESRI (ArcGIS) and GPS.
- Ability to work independently and as part of a team – in the office and in the field. Experience working collaboratively with a range of partners, including landowners, researchers, and public agencies.
- Highly motivated, organized, and self-directing with the ability to prioritize workload to meet deadlines and goals to fulfill grant obligations.
- Strong oral and written communication skills.
- Strong computer skills, including for Microsoft, Outlook, and ESRI.
- Physically able to perform field work (climbing in and out of streams, lifting, carrying supplies and equipment, planting, etc.) during all seasons and some inclement weather.
- Creativity, sense of humor, “can do” spirit, collegiality, flexibility, strong desire to learn.
- Valid CA driver's license and current auto insurance.

Other Desired Qualifications

A California driver's license, a clean driving record, and successful completion of a background check. Adept at anticipating requirements of Program Director and grant programs, uses extreme discretion when handling confidential and/or proprietary information. Consistent attention to detail and accuracy with well-developed analytical and problem-solving skills. Ability to meet deadlines/goals effectively and in a timely manner. Advanced degree in environmental science, management, forestry, biology, or related field. 3-5 years' experience in a related field. Familiarity with local threatened and endangered species, including habitat needs. Familiarity and understanding of local, state, and federal permits and environmental compliance required for vegetation and wildlife management and restoration projects. Experience working with fire, agriculture, watershed, and/or conservation groups. Experience writing and managing grants. Bilingual in English and Spanish is a plus.

Compensation and Benefits:

- Full-time position
- After successful completion of a 90-day probationary period:
 - **Health insurance compensation in lieu of health care**
 - **Participation in RCDGSDC 457 retirement plan**
 - **Phone stipend of \$50 per month**
 - **Ten paid holidays and thirteen days of paid time off (PTO) in your first year of service, rising to eighteen days after the first year**

To apply: Please send your resume and cover letter explaining your interest in and qualifications for this position to Heather Marlow, Forestry and Fire Prevention Program Director, at heather.marlow@rcdsandiego.org. For additional information, please contact the RCDGSDC by phone at (619) 562 - 0096 or visit our website at <http://www.rcdsandiego.org>.

The RCDGSDC is an equal opportunity employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran.