

WATERSHED RESTORATION SPECIALIST

POSITION SUMMARY

Duties include a strong emphasis on project development, grant writing, and project management. The Specialist will reach out to landowners in defined priority areas, develop projects to address watershed problems, submit applications to fund the work, and manage and monitor the projects. More specifically, the following duties and responsibilities are required of the Watershed Restoration Specialist (WRS):

PROJECT DEVELOPMENT AND MANAGEMENT

- Reach out to landowners in priority areas as defined by limiting factor analyses, watershed assessments and expert knowledge to discuss issues and design projects.
- Develop and seek funding for projects with willing landowners that will help improve watershed functions. Continue management of existing projects.
- Seek out review and input from the local project team and WVDEP regarding project design and goals.
- Work with existing and seek out new partners and collaborators as appropriate.
- Write grant applications for projects and to maintain and increase project manager position and salary in subsequent years.
- Manage project implementation, including securing permits, writing contract work descriptions, hiring contractors, working with partners, and overseeing implementation to assure grant budget, deliverables, legal requirements and timelines are followed.
- Keep the project team and WVDEP updated with short quarterly reports on project progress, issues, and successes. Be prepared to present and report on progress at general meeting as well.
- Do monitoring work and write completion reports as required by grant requirements.

LANDOWNER AND PARTNER OUTREACH

- Meet with existing partners, collaborators, funders to introduce yourself, identify those group's priorities and work, and opportunities for partnerships and alliances.
- Hold regular meetings where priority work becomes identified to share information on limiting factors, watershed conditions and other topics of interest, and seek out interested landowners.
- Involve and engage watershed group participants in volunteer work on projects, in field tours, and other events.
- Attend technical team meetings to share expertise so as to help that group's assessments and projects; look for opportunities for collaboration on projects in this basin.

SUPERVISION RECEIVED

The WRS works under the guidance and direction of the local watershed group, conservation districts, project team and WVDEP, and seeks input from the same. Technical assistance is provided mostly by the local project team (composed of partner groups, agencies and others).

QUALIFICATIONS

- Degree in natural resources/sciences (e.g., hydrology, forestry, fisheries, biology) or related experience or discipline. Or one-year of related professional experience.
- Experience working with landowners to habitat or other restoration plans or projects.
- Project management experience including project budget tracking and management.

WATERSHED RESTORATION SPECIALIST

- Energetic, self-motivated and able to work independently.
- Efficient time management, organization and prioritization skills.
- Good people, communication, and writing skills.
Grant writing skills.
- Word, excel, PowerPoint, GPS skills.
- Valid driver's license; reliable personal transportation, vehicle insurance.
- Flexible schedule; ability to meet with landowners on their schedule; attend evening and weekend meetings or activities.
- Ability to work outdoors in various weather conditions and hike on uneven terrain.
- Desired: GIS skills, database and website skills.

JOB CONDITIONS

Work is required to be performed both in an office environment and in a variety of outdoor field conditions. It involves periodic travel to meetings and trainings, some evening and weekend meetings. In order to carry out assigned duties, a valid driver's license and a good driving record is required. The WRS must use a personal vehicle with mileage being reimbursed.

The position requires work to be performed independently with limited supervision and direction. A physical capability is required to handle a high level of mobility demands and strenuous field activities, as well as the ability to walk long distances across sloped, uneven terrain, sometimes in inclement weather. The WRS is required to be knowledgeable of the proper use of a variety of equipment and supplies to design, plan and implement projects.

DURATION, SALARY AND BENEFITS

Position is a part and/or full time temporary assignment based on project area and need. It can last up to 12 month or more depending on the project(s) progress. Note: Workplans must be submitted and approved annually in order to be considered for additional funds.

The rate of pay will be based on qualifications and funding but generally could be \$15-\$20/hour. It doesn't include benefits such as medical insurance, paid holidays or the use of state vehicles. The applicant is expected to work up to 20 hours each week on a flexible schedule that could include evenings and weekends. The office location is yet to be determined but will be based on the area(s) of assignment.