



# Humboldt County Resource Conservation District

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## **Project Coordinator Temporary / On-call**

The Humboldt County Resource Conservation District is a Special District established through the County by popular vote in 1987. The District is funded solely by grants and contracts and implements a range of restoration projects throughout the County. The District is currently leading the planning and implementation of a project known as the East Garberville Shaded Fuel Break under CALFIRE Agreement No. 8CA04532.

### **Position Overview:**

This is a temporary, part-time position working under the supervision of the Program Manager. The Project Coordinator is responsible for assisting District staff with implementing the East Garberville Shaded Fuel Break. The Project Coordinator is expected to work effectively with minimal supervision in both an independent as well as a cooperative capacity. The Project Coordinator will be required to work collaboratively with staff of the District, CALFIRE, other resource agencies, landowners, and landowner groups. Essential duties include a combination of fieldwork and communications with District staff and project partners. The Project Coordinator is expected to work 10 – 30 hours per week on an on-call basis, and in coordination with District staff. The successful candidate must possess a valid California Class C driver's license, a vehicle in good working order, and proof of adequate vehicle insurance. Approved job-related mileage is reimbursed at the State rate.

### **Job Duties**

1. Work cooperatively and respectfully with staff, landowners, contractors and agency personnel to assist with implementing the East Garberville Shaded Fuel Break.
2. Oversee and coordinate with on-the-ground contractors, including hand crews and heavy equipment operators, in order to implement fuels reduction treatments. Contractors may include CALFIRE inmate work crews, the California Conservation Corps, private contractors, or others.
3. Conduct project photo-monitoring and other documentation as required for reporting.
4. Understand, interpret, apply and explain technical guidance documents, rules, regulations, policies and procedures, as needed.
5. Assist with reports on project activities and status for HCRCDC staff and Board members, federal, state and local agencies and others as appropriate.
6. Attend trainings or other meetings as required or directed.
7. Establish and maintain complete project files including correspondence, reports, data, etc. to comply with District systems and program audit requirements.
8. Exercise good judgment and maintain confidentiality in all communications.
9. Complete other duties as assigned.

### **Knowledge and Abilities**

- Demonstrated knowledge of principles and methods of resource conservation, especially as relates to forestry and fuels reduction treatments on the North Coast.
- Proficiency in and experience using GPS systems and navigating using aerial maps.

- A basic knowledge of local working landscapes and associated natural resources (e.g. soils, plants, water, fish, wildlife).
- Excellent interpersonal skills and the ability to establish and maintain cooperative, respectful and effective working relationships with others.
- Ability to work independently and as an effective member of a team.
- Excellent communication skills including speaking, listening and writing.
- Excellent organizational skills and knowledge of systems to record, compile, and report data and keep accurate records.
- Ability to understand and follow oral and written directions.
- Ability to exercise good judgment and maintain confidentiality in all communications.
- Experience and familiarity with operating typical office machines, including phones, computers, printers, copy machines, fax machines, calculators, etc.

**Work Environment**

Work will take place in a variety of field locations near Garberville, CA and may require infrequent travel to the District’s main office in Eureka as needed.

While performing the duties of this job, the employee is regularly exposed to working near moving mechanical parts and outdoor weather conditions and risk of electrical shock. The employee may work in direct proximity to un-restrained livestock, around electrified fencing, and near heavy construction equipment with moving mechanical parts. The employee is infrequently exposed to work in high, precarious places. The noise level in the work environment is usually moderate but sometimes very loud.

**Physical Demands**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*N (Not Applicable) Activity is not applicable to this occupation.  
 O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)  
 F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)  
 C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)*

| Physical Demands     |   | Lift /Carry    |   | Push / Pull    |   |
|----------------------|---|----------------|---|----------------|---|
| Stand                | C | 10 lbs or Less | F | 12 lbs or less | O |
| Walk                 | C | 11-20 lbs      | O | 13-25 lbs      | O |
| Sit                  | O | 21-50 lbs      | O | 26-40 lbs      | O |
| Handling/Fingering   | C | 51-100 lbs     | N | 41-100 lbs     | N |
| Reach Outward        | F | Over 100 lbs   | N |                |   |
| Reach Above Shoulder | F |                |   |                |   |
| Climb                | O |                |   |                |   |
| Crawl                | O |                |   |                |   |
| Squat or Kneel       | F |                |   |                |   |
| Bend                 | F |                |   |                |   |

Vision

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements

**Education and Experience**

- Bachelor’s degree or higher with focus on environmental studies, natural sciences, resource management, or related field is preferred, however work experience in place of relevant coursework may offset this.
- Three or more years professional experience.
- Knowledge of local working landscapes and associated natural resources (e.g. forestry, soils, botany, fisheries, wildlife).

**Wages, Hours and Commencement of Work**

The starting wage range for this position is \$20 - \$22 an hour dependent on education and experience. The successful candidate can work 10 to 30 hours a week on an on-call basis and will work with supervisor to establish work schedule. The successful candidate should be able to start work approximately February 1, 2021. This temporary position will end June 30, 2021. Temporary employees are not eligible for health insurance benefits.

**Application Instructions**

Position is open until filled. Application review will begin immediately with first round of interviews anticipated to start immediately. To apply, please provide a brief cover letter, resume, contact information for three references, and a completed Humboldt County RCD Application for Employment (downloaded from [http://humboldtrcd.org/about\\_us/employment\\_opportunities](http://humboldtrcd.org/about_us/employment_opportunities)).

Applications may be mailed to Humboldt County Resource Conservation District, 5630 South Broadway, Eureka CA, 95503 or sent electronically to Program Manager Curtis Ihle at [cihcrd@gmail.com](mailto:cihcrd@gmail.com). Electronic submission is preferred.