Job Description: Senior Project Manager

Location: Union SWCD, 10507 N McAlister Road #7, La Grande, OR 97850
541-963-1313, unionswcd@hotmail.com

Employment Terms: Full Time, Regular, At-Will, Non-Union
Open: July 16, 2013 Close: July 31, 2013 Start: ASAP
Wage/Benefits: $60,000-$80,000/year (Dependent on Experience) + Benefits

General Summary
This is a full time, salaried, regular, at-will, non-union position serving as a Senior Project Manager with the Union Soil and Water Conservation District (USWCD) located in La Grande, Oregon. This position serves Union County landowners and coordinates District efforts with local, state, federal, and tribal natural resources organizations. The Senior Project Manager position has three primary focus areas: 1. provide technical assistance to landowners to develop and manage projects; 2. develop detailed project plans, schedules, and manage construction in coordination with contractors and partnership agencies; 3. prepare detailed and accurate technical documents such as project timelines, permits, budgets, contracts, and reports which meet funding and regulatory agency requirements.

The Senior Project Manager must possess solid communication, coordination, and implementation action skills. The position requires a self-starter with strong organization skills and motivation, working independently or as a team member, in a diverse complex work environment. The Senior Project Manager must effectively communicate with landowners, District and partnership staff, and contractors as a project team member.

Supervision Received
This position reports to and is supervised by the District Manager. The District Manager conducts performance evaluations at three and six months during the probationary period, and then every six months thereafter. Work is accomplished independently and or as a team through technical coordination and strong working relationships with project team members, permitting agencies, funding sources, and contractors. The position acts on behalf of the District Manager and the District Board of Directors, within the authority delegated by the Board, this description, and local, state, and federal laws.

Civil Rights Responsibilities
This position will perform in accordance with all applicable local, state, and federal laws for equal employment and other civil rights required statutes. The Senior Project Manager will apply administrative procedures to assure projects, programs, and services are delivered without regard to race, age, color, national origin, gender, religion, political beliefs, disability, sexual orientation, and marital or family status.
Job Conditions

- This position requires a combination of office and field work.
- Office work requires regular use of computers, including sitting and keyboarding for extended time periods, and prolonged sitting or standing at meetings.
- Field work requires walking over uneven terrain in and around farms, ranches, streams, woodlands, and other potentially hazardous areas, sometimes in inclement weather, at times carrying objects such as measuring tools or supplies. This position requires lifting up to 50 lbs. occasionally.
- Periodic travel to landowner properties, conferences, workshops, training sessions, field tours, early morning, day or evening meetings outside the office is required. Occasional overnight travel may be required. A valid Oregon driver’s license is required as well as the ability to operate truck’s or ATV’s with either automatic or manual transmissions. Use of the employee’s own vehicle may be necessary but will be reimbursed based on current federal mileage rates.
- Occasionally work will require hours beyond the standard work schedule.

Qualifications

- A Bachelor’s degree with major course work in natural sciences, natural resources management, agricultural sciences, engineering, hydrology, construction management, or a related discipline is required.
- At least five years of project management experience in a natural resources or engineering field with farm, fish habitat, and watershed restoration design and construction implementation work. Key experience includes assisting development of river restoration concepts, developing and or participation on planning and design teams, project planning development and facilitation with construction coordination and oversight. Preferred experience with design specifications, project and construction management includes irrigation systems, spring developments, fencing, windbreaks, and off channel watering systems. Farming and ranching knowledge is also preferred.
- Project management experience should include development and implementation of construction activities, understanding design specifications, surveying, collecting and maintaining quality assurance of field data, preferable soil and water-related data, construction cost estimation, budgets, timeline scheduling, direct field supervision, and technical writing producing detailed and accurate project contracts, funding documents, and reports.
- Project management experience needs to include coordination techniques and abilities to interact with landowners and partnership agency staff in a timely, positive manner.
- Excellent oral, written, and computer skills. Good understanding of mapping, databases, and software: ArcView, GIS, MS Office, Word, Excel, PowerPoint, and email.
Job Duties and Responsibilities

Landowner Technical Assistance
- Assist Union County landowners, District and partnership staff in a friendly, positive, personable manner and maintain positive, effective working relationships.
- Provide landowners technical assistance in developing detailed project plans and schedules which implement voluntary soil and water quality conservation principles and practices.
- Understanding of regulations and policies to develop appropriate technical recommendations with landowners, District, and partnership agency staff.
- Assist landowners and partner agencies to comply with all local, state, and federal regulations such as: NEPA, ESA, Privacy Act, and Oregon Ag Water Quality requirements.

Project Management
- Serves as a project team member to assist landowners and partnership agencies with development and review of project data, modeling, concept through final design, and construction including costs estimation, budgets, and timeline scheduling.
- Serves as lead contracting officer coordinating with contractors and partnership agencies to implement project construction and restoration activities.
- Understanding of contract project specifications such as: construction site parameters, field survey data, stream profiles, cross sections, vegetative cover and water quality data, computer downloading, and maintaining quality assurance of field data.
- Review and direct construction work including grade checking and stakeout consistent with engineering drawings and specifications.
- Monitor and inspect all projects for quality assurance to complete projects within grant budgets, timelines, and specifications.
- Understanding of technical guides such as the USDA NRCS Technical Standards and the Field Office Technical Guide to implement conservation projects within the District.
- Understanding of regulations and policies to ensure appropriate project construction methods are implemented.
- Assist conducting construction contractor and partnership agency site tours.
- Prioritize and schedule daily work tasks, meetings, landowner and staff contacts, site visits, field construction and contractor work.
- Maintain District equipment and supplies.
- Perform other job related duties as assigned by the District Manager and Board of Directors.

Technical Writing
- Effectively communicate using correct English grammar, spelling, and punctuation to produce written and visual materials.
• Write detailed and accurate project grant proposals, including budgets and cost analysis for funding sources such as OWEB, ODA, BOR, and BPA.
• Write detailed and accurate project contracts, schedules, agreements, work statements, and monitoring, quarterly, and completion reports.
• Document projects and own work time for payroll and funding reports.
• Operate various computers, copiers, office tools, and photographic and audio-visual equipment.

Application Process – Resumes will not be accepted alone.

• You must complete an Application Form (PD200) available from: Union SWCD, 10507 N. McAlister Road, #7, La Grande, OR 97850. The Application Form may be mailed or emailed to applicants. Contact Craig Schellsmidt, District Manager, at 541-963-1313 or unionswcd@hotmail.com for the form or with questions.
• Three reference contacts are required with the application form. At least one should be from an employer pertaining to this position’s duties and requirements, preferably this would include current or last employer.
• A cover letter is required on a separate piece of paper describing why you want to work for the District and how your education, volunteer, and professional experience applies to this position’s qualifications, duties, and responsibilities.
• Detailed answers to supplemental questions (listed below) are required with each question answer on separate pieces of papers.
• Mail or drop off your completed application materials to:
Union Soil and Water Conservation District
10507 N. McAlister Road #7
La Grande, OR 97850
• Completed applications can be emailed with a scanned signature page copy attached to: unionswcd@hotmail.com
• Faxes will not be accepted.
• Resumes will not be accepted alone, but may be included within the application packet as an additional item.

1.) Describe your project management process in developing, scheduling, coordinating, and implementing natural resource projects. You may incorporate a project(s) as an example(s) describing this process.
2.) List and describe natural resource projects you have served as project manager.

If called for an interview, it is strongly recommended applicants provide examples or a portfolio of previous project management and technical writing materials.