



State of Washington
Natural Resource Specialist 2, Baker Recreation Trails Steward

SALARY	\$4,013.00 - \$5,399.00 Monthly \$48,156.00 - \$64,788.00 Annually	LOCATION	Skagit County - Sedro Woolley, WA
JOB TYPE	Full Time - Permanent	JOB NUMBER	2023-6-A259-07739
DEPARTMENT	Dept. of Natural Resources	OPENING DATE	06/12/2023
CLOSING DATE	6/27/2023 11:59 PM Pacific		

Description



**Natural Resource Specialist 2, Baker Recreation Trails Steward
 Recruitment #2023-6-A259**

Full-time, Permanent, Represented position

Location: Northwest Region- Sedro Woolley or Deming, WA

Salary: \$4,013.00 - \$5,399.00 Monthly

In addition to the salary range listed, a general wage increase of 4% will be applied for all state employees on July 1, 2023.

Want to join something GREAT and make a difference?

The Baker Recreation Trails Steward position provides maintenance and operations management, expertise and leadership on DNR uplands managed for our trust beneficiaries in beautiful Northwest Region. Sustaining long-term ecosystem protection and productivity is achieved through skillful and thoughtful assessments and proactive implementation of recreation standards to manage and enhance public use while assessing and correcting areas of concern on heavily used landscapes. This position helps Northwest Region and the Baker Recreation Maintenance Manager achieve standards for public use on district landscapes through on-going site evaluations and maintenance, independent and team oriented decision making, planning out work schedules and coordinating volunteer and contract work parties. The incumbent provides field expertise for the district’s recreation program, including construction and installation of infrastructure, maintenance of facilities, scheduling of volunteers, assistance with event permitting and management, decommissioning of unsanctioned trails, repair and clean-up of vandalism, and the oversight of Washington Conservation Corps (WCC) crew projects within an assigned geographic area. In addition, the incumbent assists the recreation maintenance manager with applications for grant funding, including presentations and expenses tracking. This position operates under a multitude of

DNR policies and Washington State laws including the Habitat Conservation Plan (1997), Policy for Sustainable Forests (2006), relevant WAC's, and the Multiple Use Concept (RCW 79.10.120).

Duties

Responsibilities:

Provide project management for trail and infrastructure development, improvement and repair. This includes planning, coordination and supervision of work parties to build, improve and repair trail systems, trail heads and infrastructure like bridges, kiosks and covered shelters in developed recreation areas. Tracking expenses and budget allocations are required.

Tasks include:

- Research, analyze, assess and provide recommendations for the needs of recreational infrastructure, including evaluating safety of current infrastructure and environmental impacts for decisions to improve/repair or to delay work. Consult with region and division staff and make informed recommendations for the recreation program. Schedule and implement construction, repairs and maintenance as needed.
- Create and implement a plan for the decommissioning of unsanctioned recreational infrastructure, including outreach to organized user groups and the public.
- Coordinate planning efforts to improve and enhance the trail systems and trail heads at developed recreation sites. This includes communicating/coordinating with unit foresters as timber sales are planned and active timber operations occur across these working forest landscapes, serving as a point of contact between timber operations and the recreating public. Also includes communicating/coordinating with stakeholder groups for current and future needs.
- Take the lead in assessing complex issues and problem areas associated with public use, identify solutions and seek funding to resolve concerns, as needed. Communicate to higher level managers and complete documentation for damage and coordinate with appropriate staff (including LEOs) to resolve issues. Schedule and implement repairs and maintenance as needed.

Provide grant development assistance under the guidance of the district's recreation maintenance manager.

Tasks include:

- Analyze, plan, draft, review and complete grant applications as part of a team. Create documentation including SEPA, maps, project specifications, and graphics, etc. to meet grant application requirements. Compile, review, and edit project information needed to complete grant applications. Effectively communicate with division grant coordinator and other division staff to successfully complete grant applications.
- Create and present, as part of a team, the district's formal grant applications.
- As a project manager, implement the awarded grants. This includes planning for permits, overseeing implementation, contract compliance as needed, and tracking volunteer match for grants.
- Ensure projects comply with grant agreement requirements and timelines.

Follow standards and track needs and accomplishments for the maintenance of recreation facilities.

Tasks include:

- Oversee the maintenance of developed recreation facilities and infrastructure within the assigned geographic area, utilizing all available resources. Plan for current and future needs.
- Comply contracts for sanitation services on developed recreation sites and ensure proper sanitation for expected use.
- Ensure safe public access to facilities and trails and maintain and/or improve their condition in a sustainable manner.
- Communicate and collaborate with other recreation and state lands staff, sharing information, resources and equipment, in support of public use and overall program development.
- Complete documentation for damage and communicate to appropriate staff (including LEOs). Schedule and implement repairs and maintenance as needed.

Supervise work crews and volunteers work parties.

Tasks include:

- Oversee WCC or other contracted resources and volunteer work parties as necessary to complete projects.
- Maintain safe working environment for self, crews and volunteers.

- Enforce agency safety guidelines as well as L&I and OSHA rules related to employee and volunteer activities in the workplace.

Develop and foster collaborative partnerships with diverse internal and external stakeholders to find creative and innovative solutions. Represent the department's interests when interacting with the public where there are sensitive, complex issues, including timber harvest activities. Act as the department's representative in reacting to constituent or business partner inquiries.

Tasks include:

- Build and facilitate public/private partnerships with regional recreational and outdoor interest groups. Work collaboratively with local recreation groups on common issues and programs. Provide information and education to groups about the department and its programs and issues.
- Create and coordinate the distribution of recreation information to the public through the development and placement of signage and brochures, outreach messages to user groups, and broadcast of information using agency communication staff.
- Collaborate with foresters as timber sales are planned and active timber operations occur across these working forest landscapes, serving as a point of contact between timber operations and the recreating public.

Qualifications

Required Qualifications:

- Experience working collaboratively with multiple DNR programs and other agencies or similar experience collaborating with multiple groups.
- Experience working collaboratively with volunteers, user groups, and the general public on natural resources related recreation.
- Must be able to cover (walk/hike) reasonable distances per day in the field on moderate to difficult terrain. Ability to work alone and independently in remote locations.
- Working knowledge of forest management activities and State trust land responsibilities.
- Experience in public outreach and education.
- Ability to communicate effectively both orally and in writing.
- Ability to use word processing, spreadsheet and presentation software.
- Working knowledge of GPS system and basic GIS principals.
- Ability to plan and prioritize work.
- Ability to prepare written reports, memos, forms records and field notes.
- All of the skills and technical competencies described above are generally achieved through a Bachelor's degree in environmental science, recreation, natural resources, forestry, law enforcement or closely related field and one full season of experience focused on recreation management and user education and outreach; OR Associate's degree in a similar field of study and at least three seasons of experience focused on recreation management and user education and outreach; OR A combination of education and/or experience that is equivalent to the above as demonstrated in the individual's application material.
- Dedication to a Safe Workplace: Demonstrates leadership in the maintenance and development of a safe and healthy work environment by:
 - Promoting safety as the most important consideration in all tasks and activities.
 - Foster an environment where all employees want to contribute to a culture of safety.
 - Being empowered to identify, resolve or mitigate observed safety concerns.
- Communications Effectiveness
 - Conveys clear, persuasive messages that are effective in influencing the thoughts and actions of others.
 - Conveys thoughts clearly and concisely.
 - Keeps supervisor, co-workers and subordinates informed.
 - Clearly and effectively communicates with individuals and groups.
 - Addresses problems and issues in a professional and respectful manner.
 - Sets clear, reasonable expectations and follows through.
- Team Leadership Actively participates in efforts to build a cohesive and results-oriented team as follows:
 - Promotes cooperation within the work unit.

- Recognizes and encourages the behaviors that contribute to teamwork.
- Creates commitment to team goals.
- Helps remove obstacles for the team.
- Customer Focus Builds and maintains internal and external customer satisfaction as follows:
 - Consistently demonstrates to recreation users/ customers an interest in solving their problems.
 - Takes action to solicit feedback and assess performance with users/customers.
 - Responds to an adverse customer reaction by listening and responding to such concerns in truthful and constructive manner.
- DNR Core Competencies:
 - Personal Accountability
 - Value Others
 - Compassionate Communication
 - Inspire Others
 - Commitment to Excellence

Special Requirements and Conditions of Employment:

- Office 10%, Field 90%. Position's assigned duty station is the Northwest Region office in Sedro Woolley. The large majority of work is performed in the field. In the field, incumbent may perform the duties of the job in uneven and broken terrain, bad weather, and under strenuous physical conditions.
- The position travels extensively throughout the district to access worksites, sometimes throughout the region and occasionally to Olympia or other portions of the state for trainings, meetings, grant billings, etc.
- The incumbent may need to obtain and maintain a WSDA Pesticide Applicators License.
- A valid driver's license and have two years of driving experience. This position requires driving as an essential function. Finalists and/or interview candidates will be asked to provide a driving record from all states in which they have held a license during the past three years.

Desired Qualifications:

- Bachelor's degree involving major study in outdoor recreation management or other natural resources management and two years of professional program development and management experience.
- At least two years' experience supervising and evaluating employee or work crew performance.
- Ability to provide presentations to public, other agency staff.
- Knowledge of power tool usage and other common trail maintenance equipment.
- Ability to prepare project cost estimates for supplies and resources, and supervise WCC and other contract crews.
- At least two years' experience working with forest-based land-use policy and recreation-use policy and rules. Examples are SEPA, Forest Practices Rules, HCP, PSF, etc.
- Fluency in current word processing, spreadsheet, and presentation software.

Supplemental Information

About the Department of Natural Resources (DNR).

At DNR we approach our work through the lens of making Washington a better place environmentally and are dedicated to serving Washington's lands and communities through diversity, equity and inclusion.

Our Vision – Our actions ensure a future where Washington's lands, waters, and communities thrive.

Our Mission – Manage, sustain, and protect the health and productivity of Washington's lands and waters to meet the needs of present and future generations.

Our Core Values:

- Safety and Well-Being —Our top priority is the safety of the public and our employees.
- Public Service —We value and respect the public we serve, and we value and respect the people of the Department of Natural Resources who step up to serve.
- Innovation and Creative Problem-Solving — We solve our state's most pressing challenges through innovative thinking, dedication, and bold and creative vision.
- Leadership and Teamwork —We are committed to building leaders at all levels and building teams for success.

DNR provides excellent benefits, a few of those include:

- Commitment to organizational health and wellness
- Work/life balance
- DNR Employee Resource Groups (Diversity, Equity and Inclusion Council, Women's Employee Resource Group, Veterans Employee Resource Group, etc.)
- Statewide Employee Business Resource Groups, [visit here to learn more](#)
- Leadership that empowers and supports employees
- Professional development opportunities
- Educational and career development aid
- Public Service Loan Forgiveness Eligibility
- Opportunities to participate in wildland fire suppression assignments
- A comprehensive benefit package that includes employer contributions toward health insurance, paid holidays, retirement plans, sick leave and vacation days. Visit <http://careers.wa.gov/benefits.html> for more information.

Application Requirements:

- To be considered you must apply online at www.careers.wa.gov (Click on the APPLY button above). You must complete the entire online application to be considered for the position.
- Attach a letter of interest describing how your experience and qualifications relate to the position profile and the position required, desired and special requirements.
- Attach a resume describing your experience and qualifications.
- Provide three to five professional references – you may attach a document, use the References text field in the online application, or include with resume.
- **Important:** Do not attach any documents that include photos or private information (social security number, year of birth, etc.).
- Complete all supplemental questions.

Additional Information:

This recruitment may be extended and may also be used to fill future similar vacancies for up to sixty (60) days.

Veterans wishing to claim Veteran's preference please attach a copy of your DD-214, NGB-22 or other verification of military service. Please black out your social security number prior to attaching. We thank you and are grateful for your service!

The Department of Natural Resources is an Equal Opportunity Employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, veterans, military spouses or people with military status, and people of all sexual orientations and gender identities are encouraged to apply.

Persons needing accommodation during the screening process or this announcement in an alternative format may contact DNR Recruiting staff at (360) 522-2500 or (360) 522-0143 or by email at DNRrecruiting@dnr.wa.gov. Those with a hearing impairment in need of accommodation are encouraged to contact the Washington State Telecommunications Relay Service (TRS) at 1-800-833-6388 or www.washingtonrelay.com.

Check us out on: [DNR's website](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [YouTube](#) | [WordPress](#)

Questions? Please contact Dan DeVoe at dan.devoe@dnr.wa.gov, 360-366-6714 or e-mail us at DNRrecruiting@dnr.wa.gov

Once you submit your online application, you can check your status by logging into your account. If you experience technical difficulties creating, accessing or completing your application call NEOGOV toll-free at (855)524-5627 or email CareersHelp@des.wa.gov.

Benefits**More than Just a Paycheck!**

Employee benefits are not just about the kind of services you get, they are also about how much you may have to pay out of pocket. Washington State offers one of the most competitive benefits packages in the nation.

We understand that your life revolves around more than just your career. Like everyone, your first priority is ensuring

that you and your family will maintain health and financial security. That's why choice is a key component of our benefits package. We have a selection of health and retirement plans, paid leave, staff training and other compensation benefits that you can mix and match to meet your current and future needs.

Read about our benefits:

The following information describes typical benefits available for full-time employees who are expected to work more than six months. Actual benefits may vary by appointment type or be prorated for other than full-time work (e.g. part-time); view the job posting for benefits details for job types other than full-time.

Note: *If the position offers benefits which differ from the following, the job posting should include the specific benefits.*

Insurance Benefits

Employees and their families are covered by medical (including vision), dental and basic life insurance. There are multiple medical plans with affordable monthly premiums that offer coverage throughout the state.

Staff are eligible to enroll each year in a medical flexible spending account which enables them to use tax-deferred dollars toward their health care expenses. Employees are also covered by basic life and long-term disability insurance, with the option to purchase additional coverage amounts.

To view premium rates, coverage choice in your area and how to enroll, please visit the [Public Employees Benefits Board \(PEBB\) website](#). The [Washington Wellness](#) program from the Health Care Authority works with PEBB to support our workplace [wellness programs](#).

[Dependent care assistance](#) allows the employee to save pre-tax dollars for a child or elder care expenses.

Other insurance coverage for auto, boat, home, and renter insurance is available through payroll deduction.

The [Washington State Employee Assistance Program](#) promotes the health and well-being of employees.

Retirement and Deferred Compensation

State Employees are members of the Washington Public Employees' Retirement System (PERS). New employees have the option of two employer contributed retirement programs. For additional information, check out the [Department of Retirement Systems' web site](#).

Employees also have the ability to participate in the [Deferred Compensation Program \(DCP\)](#). This is a supplemental retirement savings program (similar to an IRA) that allows you control over the amount of pre-tax salary dollars you defer as well as the flexibility to choose between multiple investment options.

Social Security

All state employees are covered by the federal [Social Security](#) and Medicare systems. The state and the employee pay an equal amount into the system.

Public Service Loan Forgiveness

If you are employed by a government or not-for-profit organization, and meet the qualifying criteria, you may be eligible to receive student loan forgiveness under the [Public Service Loan Forgiveness Program](#).

Holidays

Full-time and part-time employees are entitled to paid holidays and one paid personal holiday per calendar year.

Note: Employees who are members of certain Unions may be entitled to additional personal leave day(s), please refer to position specific [Collective Bargaining Agreements](#) for more information.

Full-time employees who work full monthly schedules qualify for holiday compensation if they are employed before the holiday and are in pay status for at least 80 nonovertime hours during the month of the holiday; or for the entire work shift preceding the holiday.

Part-time employees who are in pay status during the month of the holiday qualify for the holiday on a pro-rata basis. Compensation for holidays (including personal holiday) will be proportionate to the number of hours in pay status in the

month to that required for full-time employment, excluding all holiday hours. Pay status includes hours worked and time on paid leave.

Sick Leave

Full-time employees earn eight hours of sick leave per month. Overtime eligible employees who are in pay status for less than 80 hours per month, earn a monthly proportionate to the number of hours in pay status, in the month to that required for full-time employment. Overtime exempt employees who are in pay status for less than 80 hours per month do not earn a monthly accrual of sick leave.

Sick leave accruals for part-time employees will be proportionate to the number of hours in pay status, in the month to that required for full-time employment. Pay status includes hours worked, time on paid leave and paid holiday.

Vacation (Annual Leave)

Full-time employees accrue vacation leave at the rates specified in [WAC 357-31-165](#)(1) or the applicable collective bargaining agreement (CBA). Full-time employees who are in pay status for less than 80 nonovertime hours in a month do not earn a monthly accrual of vacation leave.

Part-time employees accrue vacation leave hours in accordance with [WAC 357-31-165](#)(1) or the applicable collective bargaining agreement (CBA) on a pro rata basis. Vacation leave accrual will be proportionate to the number of hours in pay status, in the month to that required for full-time employment.

Pay status includes hours worked, time on paid leave and paid holiday.

As provided in [WAC 357-58-175](#), an employer may authorize a lump-sum accrual of vacation leave or accelerate the vacation leave accrual rate to support the recruitment and/or retention of a candidate or employee for a Washington Management Service position. Vacation leave accrual rates may only be accelerated using the rates established WAC 357-31-165.

Note: Most agencies follow the civil service rules covering leave and holidays for **exempt** employees even though there is no requirement for them to do so. However, agencies are required to adhere to the applicable RCWs pertaining holidays and leave.

Military Leave

Washington State supports members of the armed forces with 21 days paid military leave per year.

Bereavement Leave

Most employees whose family member or household member dies, are entitled to three (3) days of paid bereavement leave. In addition, the employer may approve other available leave types for the purpose of bereavement leave.

Additional Leave

[Leave Sharing](#)

[Parental Leave](#)

[Family and Medical Leave Act \(FMLA\)](#)

[Leave Without Pay](#)

Please visit the [State HR Website](#) for more detailed information regarding benefits.

Updated 12-31-2022

Agency

State of Washington

Address

[View Job Posting for Agency Information](#)

[View Job Posting for Location, Washington, 98504](#)

Phone

[View Posting for Agency Contact](#)

Website

<http://www.careers.wa.gov>

Natural Resource Specialist 2, Baker Recreation Trails Steward Supplemental Questionnaire

*QUESTION 1

Please describe what interests you about the Department of Natural Resources.

*QUESTION 2

Please describe what a work environment based on diversity, equity, inclusivity and belonging means to you.

*QUESTION 3

Do you have experience working collaboratively with multiple DNR programs and other agencies or similar experience collaborating with multiple groups?

- Yes
 No

*QUESTION 4

Do you have experience working collaboratively with volunteers, user groups, and the general public on natural resources related recreation?

- Yes
 No

*QUESTION 5

Are you able to work alone and independently in remote locations and cover (walk/hike) reasonable distances per day in the field on moderate to difficult terrain?

- Yes
 No

*QUESTION 6

Do you have working knowledge of forest management activities and State trust land responsibilities?

- Yes
 No

*QUESTION 7

Do you have experience in public outreach and education?

- Yes
 No

*QUESTION 8

Do you have working knowledge of GPS system and basic GIS principals?

- Yes
 No

*QUESTION 9

Do you have a valid driver's license and at least two years of driving experience?

- Yes

No

***QUESTION 10**

Where did you hear about this job posting?

- www.dnr.wa.gov
- www.careers.wa.gov
- WA WorkSource office or WorkSourceWA.com
- Governmentjobs.com
- Monster
- Indeed
- LinkedIn
- Twitter
- College/university website/career fair
- Handshake
- Newspaper
- Direct Email Notification
- Statewide Employee Business Resource Groups (BRG)
- Professional/Personal Network
- Job Board
- Job Fair
- Zip Recruiter
- Diversity Jobs
- Facebook
- Other (please specify below)

QUESTION 11

If you answered "other" to the previous question, please specify how you learned of this employment opportunity in the space below.

* Required Question