



Job Title: Restoration Crew Lead

Reports To: Plants Program Manager

At-Will, Non-exempt Position

Starting wage rate: \$18.69 to \$23.36/hour, depending on experience

Benefits: Benefits include paid vacation, holidays, sick leave, retirement plan, and medical and dental insurance.

The Coos Watershed Association (Association) is seeking a **Restoration Crew Lead** to join the team!

The Association is seeking a qualified professional to join our dynamic team and fill the position of Restoration Crew Lead. This is an at-will, full-time (min 35 hours/week), hourly, non-exempt position with benefits. The Restoration Crew Lead will work both in the office and field. The Coos Watershed Association is an Equal Employment Opportunity (EEO) provider.

About the Association:

The Coos Watershed Association is a 501(c)3 nonprofit that was established in 1994 by a diverse group of stakeholders with a mission to; support environmental integrity and economic stability within the Coos watershed by increasing community capacity to develop, test, promote, and implement management practices in the interests of watershed health. The Association is governed by a Board of Directors and managed by the Executive Director. To learn more about our work please visit our website: www.cooswatershed.org.

Why this Job:

This is your chance to be a part of an organization focused on the betterment of the community. The Association creates a local, nongovernmental network and funding resources so that landowners can easily communicate their issues and opportunities and explore ideas and techniques for land management and watershed health.

The Association takes pride in our commitment to diversity and inclusion of our diverse team of program staff. We embrace and value differences in our culture, education, experience, physical ability, and unique perspectives in our workplace. We invite applications from qualified candidates who share our commitment to serving our community.

Position Summary: The **Restoration Crew Lead** works under the general direction of the Plants Program Manager with support from the Executive Director and is responsible for the safe working conditions of restoration project crews, Matson Native Plant Nursery and Matson Preserve.

Essential functions: the essential functions of this position require prioritizing and completing all assigned tasks in a timely and efficient manner, adjusting for changing priorities and availability of resources, and demonstrating initiative in identifying future project opportunities. These duties are a representative example of position expectations, actual duties assigned may vary, and change depending on funding and Association needs.

- Work with the Plants Program Manager and Project Managers to determine site priorities, planting plans, fencing plans, restoration strategies, maintenance schedules, and associated cost estimates.

- Act as Crew Foreman to supervise work crews of up to ten individuals to ensure that work (i.e. restoration implementation such as planting, fencing, site preparation, etc.) is conducted in a safe and effective manner. Crews may operate on a year-round basis, depending on funding and Association needs.
- Work with the Executive Director and Plants Program Manager to manage the Matson Creek Wetland Preserve, and associated infrastructure (roads and building).
- Manage the day-to-day operations of the Native Plant Nursery.
- Train and oversee youth crews (of up to 10 individuals at a time) while working on rural job sites with motorized equipment and power tools, in all types of weather conditions.
- Act as Safety Officer for the Association and lead quarterly safety meetings with all staff, including seasonal employees.
- Maintain detailed records of work completed and funds expended according to project site and funding source.
- Estimate and order materials for jobs as needed, in compliance with the Association's Fiscal Policy.
- Drive the crew truck and transport crew members (including youth crews, who often do not have a driver's license) to work sites. Oversee the maintenance of all Association-owned vehicles as issues are reported and identified.
- Contribute to outreach activities as needed by providing updated information on projects.
- Build and maintain collaborative relationships with landowners, community members, funders, agencies, crew members, and other partners. Serves as a liaison between crew members and potential employees in the natural resource field.
- Actively participate in staff and other team meetings.
- Create an inclusive work environment, that contributes to a positive workplace.
- Communicate respectfully and effectively with other staff, supervisors, board members, and partners.
- Maintain a team player mentality and pitch in to ensure all aspects of the Association's work are successful.
- All duties as assigned.

Minimum Qualifications: Any equivalent combination of education and experience which provides the knowledge, skills, and abilities required to perform the job. Education and coursework can substitute for years of experience. Typical qualifications would be:

Education:

- High School diploma or GED

Professional Experience:

- Two years of experience in supervising work crews and one year of experience supervising youth crews, especially at-risk youth.
- Maintain a valid Oregon driver's license and personal automobile insurance.
- Certified CPR/First Aid Certification, or the ability to obtain within 6-months of employment.
- Ability to drive a manual vehicle and hook up, tow, and back up a utility trailer.
- Minimum of two years' experience in maintaining equipment, tools, vehicles, including small engine repair (change oil, spark plugs, etc.).
- Certified to safely operate an all-terrain vehicle (ATV) or the ability to obtain within 6-months of employment.
- Certified to safely operate a chainsaw or the ability to obtain within 6-months of employment.

- Experience safely operating a tractor.
- At least 2 years of experience in planting and growing native plants.
- Experience with fence construction and erosion control.
- Extensive knowledge of safe working practices and certified by OR-OSHA.
- Ability to work both independently and as part of a team.
- Knowledge and appreciation of the people, values, and current conservation issues of the region. Ability to work with partners to identify win-win solutions and compromises for a restoration project.
- Working knowledge of using a GPS unit.
- Working knowledge of Microsoft Office Suite (Word, Excel, PowerPoint).
- A positive attitude with a flexible approach to work and willingness to take on new projects or tasks as needed.
- Ability to engage in strenuous outdoor activity, carry field equipment and endure outdoor field conditions including cold and wet winter weather and extreme heat.
- Problem-solving, decision-making skills, and the ability to work independently with attention to detail.
- Ability to manage short and long-term projects and tasks in a highly dynamic work environment.

Supervision: The Restoration Crew Lead is supervised by the Plants Program Manager. This position works with the Plants Program Manager to support and supervise seasonal crews.

Working Conditions: This position works four, ten-hour days Monday-Thursday. Typical hours are 7am-5:30pm. The employee's presence may be required at designated internal and external meetings even if they fall outside the normal workday schedule. The work involves indoor office type work, and outdoor work including some strenuous physical exertion such as lifting objects weighing in excess of 40 pounds and walking for extended periods of time while also safely traversing rough terrain. The employee may be exposed to a variety of potential hazards associated with working near water. The employee on occasion will be required to traverse uneven terrain, for up to 10 miles per day, along with the ability to drive an ATV.

Employees must be able to adjust to a variable work schedule based on project needs (i.e., early mornings, long hours, seasonal fluctuations, etc.) and ability to work in varied work environments and conditions (i.e. cold temperatures, hot temperatures, windy, wet, dry, etc.)

How to Apply

Submit cover letter (including start date availability), résumé and contact information for three references to hlutz@cooswatershed.org. Review of applications will begin as they are received.

Application Deadline: Tuesday August 1st, by 2 pm. Applications will be considered as received, applicants are strongly encouraged to apply prior to the deadline.

Interviews: Interviews will be scheduled as applications are received. If not scheduled prior, interviews will occur August 8th-16th via zoom or in person in Coos Bay.

The Association is an Affirmative Action/ Equal Employment Opportunity Employer.