

JOB OPPORTUNITY

Project Manager Forest Health and Fire Resiliency

November 4, 2024

BACKGROUND

The San Mateo Resource Conservation District (RCD) is seeking to fill two open Project Manager positions on our Forest Health and Fire Resiliency (FHFR) team that will help support the fire resilience and ecological health of local forests and help protect communities in the Wildland-Urban Interface (WUI). We are looking for a wide range of skills including project management, environmental science, GIS, and outreach. We are hoping that at least one of these openings will be filled by a candidate with demonstrated expertise in the fields of forest ecology, forestry, and/or ecosystem restoration.

RCDs across California serve as local hubs for conservation, connecting people with the technical, financial, and educational assistance they need to conserve and manage natural resources. RCDs help landowners, land managers, government agencies, and others to voluntarily protect, restore, and enhance natural resources on private and public lands. A defining characteristic of RCDs is that our assistance is non-regulatory, confidential, and free.

POSITION

You will advance projects that improve wildfire resiliency for at-risk communities and critical infrastructure and/or improve ecological function and resiliency of forests, coastal scrub, and grasslands. These activities are often designed to incorporate various natural resource management considerations and produce multi-benefit outcomes. The work generally involves leading or supporting diverse efforts ranging from providing general technical assistance to local residents, supporting regional prioritization and planning efforts, to designing and implementing programs and projects.

Current projects include several fuel breaks along at-risk evacuation routes, landscape scale forest ecosystem restoration projects, invasive species management, roadside fuel reduction in the WUI, and vegetation management to protect coastal grasslands and coastal scrub ecosystems. Some of these projects are in the concept and planning stages while others are permitted or currently being implemented.

To accomplish this work, you will work closely with a broad array of internal staff, partner organizations, government agency staff, and public and private landowners, which will require high levels of engagement and personal interactions, sometimes during non-regular business hours. This position is full-time at 40 hours per week and is funded by grants.

PRIMARY DUTIES AND RESPONSIBILITIES

- Manage projects from conception to completion, engaging with technical advisors, partners, and stakeholders
 - Manage the development of project designs and logistics for project implementation

- Oversee implementation activities, including contractor management and coordination, permit compliance, and biological monitoring
- Oversee monitoring activities, including data collection in the field, data entry, equipment preparation and supply maintenance (the employee will be trained in all required protocols)
- Manage and develop environmental documents and permits, sometimes with the support of consultants
- Manage contracts with funders, consultants, and subcontractors
- Manage bid processes for hiring contractors and developing contracts
- Manage budgets, invoicing, and reporting
- Manage communications between project partners and stakeholders
- Ensure that deliverables to project funders are high quality and meet requirements set forth in grant agreements
- Support and sometimes lead the identification of emerging fuel reduction and vegetation management opportunities through collaboration with partners such as fire entities, public land managers, and private landowners
- Remain up to date regarding changes in laws and regulations and permitting/permit strategy pertaining to forestry projects and program(s)
- Help identify and support strategic opportunities for partnerships, resources, and communications to advance program goals
- Contribute to overall RCD goals and mission through tasks and special projects as needed
- Communicate regularly with partners and foster positive relationships
- Engage with communities in need of wildfire resiliency support through individual communication, site-visits, and occasional after-hour community meetings
- Respond to landowner/community requests for technical assistance, as appropriate.
- Respond to timely needs and pivot resources, such as in the case of disaster recovery
- Seek funding opportunities through private, local, state, and federal sources
- Prepare grant proposals and communicate with funding agencies and grants managers
- Assist with oversight, implementation, and execution of the [San Mateo County Forest Health and Wildfire Resilience Public Works Plan \(PWP\)](#)

POTENTIAL DUTIES AND RESPONSIBILITIES DEPENDING ON EXPERIENCE (NOT REQUIRED)

- Serve as a technical expert internally to RCD staff and leadership and externally to partners and members of the public regarding forestry, forest ecology, and forest management
 - Help identify, define, and prioritize goals and objectives
 - Integrate this knowledge across RCD program areas (habitat enhancement, water resources, agricultural stewardship, etc.)
 - Advance forest management planning efforts
 - Advise or author permitting and technical documents
- Remain up to date regarding scientific advancements and studies in the field of forest ecology
- Design forest health, fuel reduction, or other forest management projects
 - Develop treatment scopes and treatment activity prescriptions and oversee vegetation treatments as a Registered Professional Forester
 - Develop and oversee the development of technical documents, permits, forest management plans, and treatment specifications for forest management project

APPLICANT QUALIFICATIONS

You will benefit from previous experience in stakeholder engagement, identifying emerging opportunities, responding to timely requests, utilizing new and streamlined permitting and environmental compliance

routes, and high levels of collaboration. You will work across many disciplines and therefore will need technical, administrative, communication, and interpersonal skills as well as curiosity and a desire to learn. ***We strongly encourage you to apply if you feel that you would be a good fit for this role despite not meeting all the qualifications listed below.***

Minimum Qualifications

- Knowledge in one or more of the following areas: wildfire behavior, fire ecology, forest health, watershed stewardship, natural resource management, hydrology, soil science, native plant and animal communities, restoration ecology, or similar field
- Demonstrated ability in conservation project management or a related field; transferable skills are acceptable
- Strong written and verbal communication skills and ability to work with a variety of people with diverse interests and temperaments
- Strong computer skills, including Microsoft Office Suite
- Highly organized, motivated self-starter with strong attention to detail and the ability to prioritize tasks independently in a fast-paced work environment
- Comfortable working independently as well as part of an interdisciplinary team
- Ability to occasionally walk on rugged terrain, be on your feet for extended periods of time, lift and carry supplies, and utilize equipment during various seasonal conditions. If you have any concerns or questions about these requirements, please contact us at jobs@sanmateoRCD.org
- Innovative problem-solving abilities, flexibility, strong desire to learn
- Demonstrated commitment to diversity, equity, inclusion, and justice
- Valid California driver's license

Desired Qualifications (not required)

- Current Registered Professional Forester (RPF) or working to obtain RPF license
 - Position may provide opportunities to advance towards RPF licensure for qualified candidates
- Demonstrated experience in wildfire resiliency or forest health project management
- Familiarity with laws and regulations such as the California Environmental Quality Act, California Coastal Act, and Forest Practice Act
- CAL FIRE Certified Archaeological Surveyor
- Working knowledge of ArcGIS and ability to create and interpret spatial data
- Familiarity with local threatened and endangered species, including habitat needs, legal protections, and associated mitigation measures
- Familiarity with local, state, and federal permits required for restoration projects
- Experience working with organizations focused on watershed protection, habitat restoration, community resilience, or other conservation related goals
- Experience with environmental restoration construction management
- Experience with grant writing, contract management, and procurement procedures

COMPENSATION AND BENEFITS

Financial compensation for the Project Manager will be \$80,000-120,000 per year, commensurate with applicable experience. Salaries above \$96,000 will only be considered for candidates that hold a RPF license, will meet the pre-requisites of taking the RPF exam within 1 year, or have otherwise demonstrated skills, experience, and qualifications needed to fulfill both the primary and potential job duties listed above. Candidates not meeting these requirements are still heavily encouraged to apply. Benefits include a fixed monthly amount for combined health, dental, and vision insurance; paid time off starting at 18 days annually (including sick time); a 401K retirement plan; 12 paid holidays; ability to work remotely as

appropriate (field and office work is also required); and a fun, fast-paced, positive work environment with excellent coworkers.

COMMITMENT TO DIVERSITY EQUITY AND INCLUSION

We recognize the diversity in our community, and we see the strengths and gifts that each member of the community brings to the shared work of deep sustainability. We are working towards a future where the land and communities of San Mateo County are healthy and resilient in the face of climate change, the connection between people and the land is strong, and people throughout our community equitably share the benefits of and connection to natural resources. We are growing and learning in this space and are in the process of creating a strategic plan to work intentionally toward that future. To support our staff, the RCD offers paid time to attend affinity groups and professional development opportunities. As an example of how we see some of this work, please review the [Mycelium Map](#), created by the California Landscape Stewardship Network's JEDI (Justice, Equity, Diversity, and Inclusion) Roundtable. The RCD is an equal opportunity employer.

APPLICATION INFORMATION

To apply, email a cover letter, resume, and three or more references to Timothy Federal, Senior Program Manager: jobs@sanmateoRCD.org with the subject, "Forest Health and Fire Resiliency Project Manager." Applicants may later be asked to submit a driving record. Applications will be accepted through **December 15, 2024**. This position is anticipated to start in early 2025.

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