



1221 Farmers Lane, Suite F
Santa Rosa, CA 95405

707.569.1448
www.SonomaRCD.org

Employment Opportunity: Water Resources Project Manager II

Employer: Sonoma Resource Conservation District

Work Location: Main office in Santa Rosa, Sonoma County, California, with option for partial remote work; field work throughout Sonoma County.

Status: Non-Exempt/ 40 hours/week, including some evening and weekend hours.

Compensation: \$41.18 - \$45.00/hour, depending on experience.

Posting Date: March 12, 2024

Estimated Start: Start date flexible, depending on availability.

Organizational Background

The Sonoma RCD (RCD) is a non-regulatory, local government entity empowered to manage soil, water, fish, and wildlife resources for conservation. In existence since the 1940s, RCDs are local grassroots conservation delivery systems that identify local conservation problems and guide solutions on a voluntary basis. The RCD covers 85% of Sonoma County, and includes portions of the Russian River, Petaluma River, Sonoma Creek, Stemple Creek, and Gualala River Watersheds. The RCD has a budget of \$3.7MM and is almost exclusively grant and contract-funded. The RCD is governed by a board of directors that are local landowners in the District. We offer a friendly and flexible work environment where our team of 14 dedicated professionals work together to benefit our community and its natural resources. Our mission is carried out through four programs: LandSmart® Planning, Water Resources, On-the-Ground, and Education. For more information visit our website at www.sonomarc.org

Position Summary

The Water Resources Project Manager position offers an exciting opportunity to apply technical and project management skills to meaningful and impactful conservation work in some of California's most beautiful landscapes. They will work among a dynamic team including licensed engineers, a registered professional forester, and other natural resource professionals. The successful candidate will manage a diverse set of projects in pursuit of multiple resource goals including wildlife habitat restoration enhancement with a focus on salmonid recovery, streamflow enhancement, watershed restoration, water quality improvement, groundwater management, and drought and fire resilience. They will work with a variety of partner organizations as well as landowners/managers to accomplish the RCD's mission. The individual must be highly motivated, enjoy working in a team environment, have strong attention to detail and organizational skills, be flexible to changing workload priorities, have strong written and verbal communication skills, and can execute assignments efficiently and on time. This position allows for a diverse workload both in the office and the field. This position will report to the Water Resources Program Director.

Essential Functions

- Develop and manage instream flow, rural rainwater catchment, and habitat enhancement projects throughout District providing technical assistance, landowner coordination, project development and implementation.
- Manage conservation projects on working lands from initial planning through implementation and monitoring. Conservation projects may include but are not limited to conducting rural/ranch road assessments and implementing sediment reduction techniques, invasive vegetation management projects,

implementation of agricultural best management practices, rainwater catchment development and construction management, streamflow and floodplain enhancement projects, stormwater and groundwater recharge projects and creation of riparian planting plans.

- Knowledge and experience obtaining all permits, including CEQA compliance, needed for water resource/habitat enhancement projects as well as following monitoring requirements.
- Strong Geographic Information Systems (GIS) skills and experience.
- Manage District grants compliance which includes, but is not limited to, preparing bid packages, coordinate fulfillment of District contracts, insurance and licensing for outside contractors and vendors, labor compliance with applicable laws, provisions, codes, regulations, and policies, assist with negotiation contract terms as needed, and provide long-term monitoring of on the ground conservation projects throughout District.
- Manage grant agreements and contracts, including maintaining funder relationships, reporting, deliverables, and monitoring of budgets. Communicate regularly with management regarding contract needs or issues.
- Lead grant proposal writing, primarily for publicly funded grants. Collaborate with partner organizations to build relationships, establish shared priorities, identify opportunities to leverage each other's work, and develop new initiatives together.
- Conduct and lead outreach efforts to build landowner/manager participation in the RCD's programs. Represent the RCD at community events, including networking, tabling, and speaking as needed.
- Communicate and coordinate regularly with other staff regarding outreach, grant deliverables, landowner needs, and priorities for current and future RCD projects and programs.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Applicant Qualifications

The ideal candidate will have previous experience in conservation project management, including permitting, CEQA, prevailing wage, and contractor oversight. They will have working knowledge in at least one of the following: water quality and nonpoint source pollution control including sediment reduction on rural roads, fish biology and/or habitat enhancement, stormwater management, and/or groundwater recharge. They will be adept at managing both the big picture (e.g., partner relationships and watershed-wide priorities) and the details (e.g., contractual requirements). They will enjoy working with people of all different backgrounds and be motivated to develop new projects and procure grant funding.

Required Qualifications

- Bachelor's or advanced degree in fisheries biology, water resources, hydrology, stormwater management, physical, biological, or environmental sciences, or related.
- At least five years of experience in conservation planning and implementation, including contractor oversight and contract administration.
- Working knowledge of and interest in natural resource conservation principles and science, specifically channel restoration using natural materials (bioengineering, process-based restoration, brush packing, large woody debris), sediment reduction techniques, water quality, stormwater management, and native plant communities.
- Competent with Geographic Information Systems tools and functions.

- Experience with CEQA analysis (e.g., NOE, Neg Dec, MND) and permit applications for conservation projects.
- Experience with Department of Industrial Relations requirements regarding contractor requirements and prevailing wage.
- Experience working with private landowners on working lands (e.g., agriculture, forestry).
- Highly organized, motivated self-starter who can prioritize and consistently meet deadlines.
- Exceptional interpersonal skills and ability to work with various people with diverse interests and temperaments.
- Ability to exercise professional judgment in planning, designing, and implementation of program objectives.
- Personal and professional commitment to diversity, equity, and inclusion in the workplace.
- Creativity, sense of humor, “can do” spirit, collegiality, and flexibility in a dynamic and team-oriented work environment.
- Ability to communicate effectively in English, both verbally and in written form, sufficient to convey information and instructions to the public, colleagues, and Board members.
- Flexible hours are required, including some weekday nights and weekends, to attend community events, meetings, and conferences.
- Must be at least 18 years of age at the time of employment.
- A valid driver’s license, vehicle, and proof of auto insurance is required at the time of hire.

Desired Qualifications

- Certified Professional in Erosion and Sediment Control (CPESC) and/or Rainwater Catchment Design (QWEL or ARCSA).
- Experience working under state and federal grants, including budget management and reporting.
- Experience working on multi-stakeholder collaborative planning processes.
- Experience supervising heavy equipment contractors and work crews.
- Experience operating and processing drone footage, Part 107 licensed.
- Ability to communicate effectively in Spanish, both verbally and in written form, sufficient to convey information and instructions to the public.

Work Environment

Work is performed in an indoor/outdoor setting to include:

- Field settings that include various terrains, dense vegetation (with possible exposure to poison oak, ticks, snakes, and mosquitos), and hot, cold, and wet conditions.
- A professional office environment that includes the operation of standard office equipment such as computers, phones, copiers, calculators, and filing cabinets.

Physical Requirements

Work in the field requires prolonged standing, walking long distances across rugged or uneven terrain in all weather conditions, climbing, jumping, stooping, kneeling, crouching, crawling, and recurring bending, lifting, reaching, and carrying of items weighing up to 30 pounds. Changes in lighting such as alternating bright sunlight and dark shade are encountered. Noise levels constantly vary. Work in the office requires frequently remaining in a stationary position, operating a computer and other standard office equipment, conversing by telephone and in person. Work in the field and in the office requires near and far visual acuity for expansive reading, computer operation, editing of documents, map interpretation, and data collection. Driving required for local travel.

Justice, Equity, Diversity, and Inclusion

The Sonoma Resource Conservation District is committed to incorporating justice, equity, diversity, and inclusion to evaluate, enhance, and expand our programming, deepen our connections with community partners, and strive to better serve our entire District. We recognize the importance of working to build and sustain an inclusive and equitable culture within our organization to effectively serve our District, improve access to economic opportunity, and create landscape-scale resilience for our current and future generations. We strive to ensure that water, soil, working lands, and wildlife habitats are conserved for all as we promote collaboration, employ innovative solutions based on science, respect our diverse communities and their connections to land, and empower members of our community to be active stewards of our natural and cultural resources.

Compensation/Benefits

The starting compensation for this position is \$41.18 per hour, depending on experience. Benefits for this position include 100% employer-paid medical, dental and vision insurance; dependent coverage at 100% employee cost; \$50,000 employer-sponsored life insurance policy; a SIMPLE IRA retirement plan with 3% employer match; paid time off and holiday leave; and an employee assistance program. No relocation assistance will be provided.

How to Apply

Please submit a cover letter, resume, and three (3) references in one PDF document to afairbrook@sonomarcd.org with "Water Resources Project Manager II" in the subject line. **Applications will be accepted on a rolling basis until the position is filled, with an initial review of applicants to begin on March 25, 2024. No phone calls, please.**

Sonoma Resource Conservation District is an equal opportunity employer. Employment is based on qualifications and competency. We prohibit discrimination based on race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age, sexual orientation, veteran and/or military status, and any other status protected by state or federal law.