

Habitat Restoration Project Manager Job Description

SUMMARY: The major duties of the Habitat Restoration Project Manager include, but are not limited to: implementing habitat restoration projects in the field (including supervising field technicians, identifying native and non-native plants, applying herbicide, weeding, planting native plants, setting up irrigation systems) and collaborating with CIR management personnel and CIR clients.

DUTIES & RESPONSIBILITIES DETAIL:

Oversee Habitat Restoration Projects:

- Lead complex habitat restoration projects.
- Supervise field technicians weeding, applying herbicide, using tools, planting and setting up irrigation.
- Prepare job cost estimates together with the Operations Manager.
- Purchase supplies and order parts.
- Provide comprehensive expense report at the end of each pay period.
- Monitor and ensure adherence to all safety protocols and procedures.
- Perform daily tailgate safety meetings
- Monitor job budgets to ensure that cost targets are met.
- Cultivate strong working and collaborative relationships with clients, partners, sub-contractors and CIR management staff to ensure excellence.
- Photo document job sites before and after work.
- Ensure that personnel time is tracked accurately.
- Perform miscellaneous habitat restoration duties as needed.
- Ensure project tools and equipment are properly maintained and are in good working order.
- Pick up and return all supplies and tools to and from each job site when they are needed.

Creating Job Estimates:

- Visit potential job sites.
- Evaluate costs of invasive plant removal and revegetation projects including the amount of time and number of personnel needed and the amount of supplies and equipment needed.

Reporting:

- Contribute to written reports.

Miscellaneous Duties:

- Attend trade conferences and training as budget and time allows.
- Perform miscellaneous office/administrative tasks in support of related duties.

QUALIFICATIONS:

The ideal candidate will have:

- Minimum of three years experience managing invasive plant removal and revegetation projects and supervising landscape crews.
- Experience identifying Southern California native and non-native plants.
- Ability to manage multiple projects and crews simultaneously.
- Ability to problem solve and adapt to quickly changing conditions, priorities and goals.
- A B.S. or greater in weed science, agriculture, botany, biology, ecology, natural resource management, or equivalent from an accredited institution preferred.
- A Qualified Applicator's Certificate or License (can be obtained after duties commence).
- Knowledge of regulations regarding pesticide application.
- Experience utilizing hand-tools such as loppers, Pulaski, McLeod, shovel, hoe, GPS units.
- A Class C Driver's License and access to a car. Applicant must be willing to commute to neighboring communities to perform work.
- The ability to work and hike outdoors in all weather conditions, including hiking over steep, rugged terrain with frequently unstable rocky substrate while carrying hand tools. Handling of plants is routine. Contact with cactus, stinging nettle and poison oak is common. Must be willing to wear appropriate safety gear such as coveralls, hiking boots, gloves, and goggles.
- The ability to deal with field conditions that are strongly weather-dependent and may be hot, dusty, cold, muddy, and/or wet depending on season and degree of exposure.
- Current First Aid and current CPR certification (can be obtained after duties commence).
- Demonstrable skills with Microsoft Word and Excel.
- Experience creating job estimates.
- Great interpersonal skills.

COMPENSATION:

\$25 - \$28 per hour, depends on experience. Opportunity for pay increases over time. Full time employees are provided 85% of the cost of base level health insurance, sick time and paid time off.

TO APPLY:

Submit a cover letter of intent and a résumé via email. Candidates may also submit reference letters from previous employers. The most qualified candidates will be invited to interview. Further details can be provided by contacting:

Lizzy Sorce, Special Projects Administrator

lizzy@cirweb.org

Channel Islands Restoration is a non-profit organization that restores habitat in sensitive and unique natural areas on the California Channel Islands and adjacent mainland. We help protect rare and endangered native plant and animal species by restoring the natural habitat they depend on for survival. We educate about the value of native habitat and how to protect it. We recruit volunteers and identify and develop public and private funding sources for habitat restoration programs. www.cirweb.org

Channel Islands Restoration is an "at will" employer offering equal employment opportunity without regard to race, color, creed or religion, age, sex, national origin, sexual orientation or disability (within the physical parameters defined in the position description and those associated with remote work locations). Any offer of employment will be contingent upon verification of individual's eligibility for employment in the United States.