



CLACKAMAS SOIL AND WATER  
**CONSERVATION DISTRICT**  
[www.conservationdistrict.org](http://www.conservationdistrict.org)

Good dirt. Clean water.

**Program:** Conservation Planning

**Position Title:** Forest Conservationist (INTERMITTENT TEMP)

**Exempt/Non-exempt:** Non-exempt

**Salary Range:** Band C Step 6 – Step 10 (\$27.29/hr. to \$30.71hr.)

### **INTRODUCTION**

This position serves as a Forest Conservationist for the Clackamas Soil and Water Conservation District (District). This is an “At-Will,” non-exempt, temporary intermittent appointment subject to available funding and the General Employment Policies of the District. Temporary Intermittent appointments are contingent on the availability of work and funds, the employee’s skills or knowledge of the particular assignment, and the employee’s availability for work. The maximum total appointment will not exceed 5 years.

Clackamas Soil and Water Conservation District is a local unit of government that operates as a special District of Oregon. The District is governed by a board of locally elected directors and receives its funding through a permanent tax rate, contracts, and grants.

The Forest Conservationist will work to improve natural resources conditions on rural forestland properties, primarily those affected by the 2020 Labor Day wildfires in Clackamas County. Incumbent will provide planning and technical assistance to individual landowners for the successful development and installation of conservation practices to restore fire-affected forestland. The Forest Conservationist must have strong project management skills; field and data management skills; the ability to work independently and as part of a team; and the ability to clearly communicate with District staff and with project partners. The person in this position is an integral member of the District’s conservation planning team. The Forest Conservationist is expected to provide superior customer service and behave in a professional manner.

**22055 S. Beaver Creek Rd. Beaver Creek, OR 97004**

**Mailing address: 22055 S. Beaver Creek Rd. Ste. 1, Beaver Creek, OR 97004**

**Ph: 503.210.6000; [conservationdistrict.org](http://conservationdistrict.org)**

**A. NOTE:** This is an intermittent temporary appointment (not-to-exceed 5 years). Intermittent temporary appointments are non-exempt, non-permanent appointments of limited duration and have a 1500-hour annual limitation on the intermittent time base. Temporary employees are not eligible for benefits. Temporary Employees accrue paid wellness leave beginning on the first day of employment and may use accrued wellness leave beginning on the 91<sup>st</sup> calendar day of employment. Temporary Employees accrue wellness leave at the same rate as other hourly employees.

### **ESSENTIAL DUTIES**

- Provide forestry-related technical assistance to private landowners in Clackamas County for the 2020 Labor Day Wildfire RCPP.
- Assist with writing comprehensive forest management plans that meet requirements set forth by NRCS & ODF forest management plan guidelines.
- Conduct site visits with landowners to observe and record site conditions, and to capture their concerns.
- Assist with reforestation and related restoration projects on fire-affected properties in Clackamas County. Tasks may involve identifying and evaluating project sites, developing management plans and project budgets for sites, writing work orders, coordinating with partners and contractors, documenting project activities, and monitoring results and outcomes.
- Establishes and maintains a positive working relationship with partners, customers, vendors, coworkers, Board members, and other officials by being responsive and respectful.
- Provides technical information and support to local conservation efforts by teaching workshops, meeting with community groups and organizations, and presenting information to citizens.
- Assists interested landowners with RCPP paperwork as needed.
- Updates and maintains program files and reports while maintaining a high standard for accuracy, completeness, and efficiency in the preparation of data entry and reports.
- Participate in meetings with landowners or land operators and with agencies with authority over proposed activities to provide information and assist in resolving natural resource issues.

### **SECONDARY DUTIES**

- Participates in staff meetings with the District Manager and District employees.
- Assist in the development of outreach publications.
- From time to time, oversees technicians, volunteers, interns, or contractors as needed or as assigned.
- Drives District-owned or leased motor vehicles such as passenger vehicles, light trucks, all-terrain vehicles, vehicles with 4-wheel drive, etc.

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## **SUPERVISORY CONTROLS**

The Forest Conservationist is supervised by the Conservation Program Manager and receives assignments in the form of broad functional responsibilities and overall objectives. The Forest Conservationist fulfills these duties with a high degree of independence, using their own judgment and initiative to resolve many problems without supervisory consultation. Uses judgment and discretion in determining which issues or problems should be brought to the attention of the Program Manager, and whether to initiate action prior to consulting the Program Manager. Plans work in advance and submit general plans for review. The Program Manager will be available to discuss controversial problems, however, work is reviewed in terms of success in meeting performance standard objectives.

The Forest Conservationist does not supervise other employees.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of principles and practices of forest management and silvicultural practices in the PNW region.
- Knowledge of forester management objectives and reforestation planning.
- Knowledge of Forest Practices rules and forestry laws and practices.
- Experience correctly using topographic maps, aerial photos, and other spatial imagery.
- Knowledge of forest mensuration techniques and forestry tools.
- Knowledge and application of the Natural Resource Conservation Service's nine-step planning process.
- Working knowledge of plant material including proper placement and maintenance.
- Strong verbal, written, and interpersonal communication skills as demonstrated by the ability to resolve conflicts, write effectively, and communicate with diverse groups both internal and external.
- Strong negotiation skills.
- Ability to use mobile remote sensing products and computer applications such as ArcGIS, Arc Field Maps, Arc Collector, and specialized forestry equipment including GPS systems.
- Proven ability to make decisions in a dynamic and sometimes stressful environment.
- Ability to establish working relationships with employees, other agency representatives, and the public.

## **REQUIRED EDUCATION, EXPERIENCE, CERTIFICATIONS, AND QUALIFICATIONS**

- Bachelor's Degree in a natural resources-based field of study AND one year of related conservation planning experience.
- Proficiency in using personal computer applications and programs including Microsoft Office and ESRI ArcGIS.

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- Demonstrated project management skills including developing timelines, budgets, processing invoices, and communicating with clients, contractors, and partner agencies.
- Excellent oral and written communication skills.
- Sufficient mobility and ability, with or without reasonable accommodations, to perform the physical functions of the job, in the office or the field (see “Working Conditions” below).

#### **DESIRED/PREFERRED EDUCATION, EXPERIENCE, CERTIFICATIONS, AND QUALIFICATIONS**

- Bachelor’s Degree in forestry AND at least one year of related forest management experience.
- NRCS Certified Conservation Planner, including some job approval authority in forestry-related practices.
- Excellent project management skills including developing timelines, budgets, processing invoices, and communicating with clients, contractors, and partner agencies.
- Ability to demonstrate innovation in conservation planning and in providing technical and financial natural resource conservation assistance.

#### **ESSENTIAL PHYSICAL ABILITIES AND WORKING CONDITIONS**

- The work includes a range of activities from extended office work to arduous field work involving working outdoors in variable weather conditions, moderate to strenuous physical exertion, and long hours often in remote locations. This position is eligible to be under a hybrid work model which allows work to be done at a home office and in the District office with District Manager’s approval.
- To perform the duties of this position, the Forest Conservationist must serve as an incidental motor vehicle operator during daylight hours, after dark, and during inclement weather. To perform these assigned duties, a current and valid Oregon driver’s license is required.
- The Forest Conservationist shall perform all duties in a prudent and sensible manner, following established protocols that ensure safety.
- Appointees will be subject to completion of a standard probationary period.

The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and/or skills required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

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This is an accurate description of the essential functions of my position.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Direct Supervisor/Manager: \_\_\_\_\_

Date: \_\_\_\_\_

*The Clackamas Soil and Water Conservation District prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the District. The District is an Equal Opportunity Employer.*

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