



## **POSITION DESCRIPTION**

### **PROJECT MANAGER**

**MISSION:** The mission of the Tri-State Steelheaders is to restore sustainable populations of native salmonids by enhancing habitat, providing public education, and promoting recreational angling for future generations.

**BACKGROUND:** Tri-State Steelheaders began as a sport fishing club in the mid-1960s and incorporated as a non-profit organization in 1989. In 2000, Tri-State Steelheaders joined Washington's Regional Fisheries Enhancement Group (RFEG) program. Each of the 14 RFEGs in Washington State is working to implement on-the-ground salmon and steelhead enhancement projects and to conduct outreach and education programs in our respective service areas.

**SUPERVISORY CONTROLS:** The Project Manager works under the general supervision of the Executive Director. The position does not include any supervisory duties.

**WORK SCHEDULE:** The position is a full-time (32-40 hours/week), hourly, non-exempt position. Schedule is flexible with respect to days and time worked. Some weekend and evening hours are expected, such as for board meetings and special events. Long days can be associated with construction or other field work. Travel is typically local, with longer trips for training and development.

**COMPENSATION & BENEFITS:** Hourly pay ranges from \$20-\$25, DOQ. In addition to the position's pay, Tri-State Steelheaders provides a monthly health care stipend, and a Simple IRA with a 3% matching contribution. The position accrues paid leave at 6.7 hours per month, with a maximum of 80 hours (increases to 120 hours after three years). Paid sick leave accrues at 1 hour per 40 hours worked, with no limit on accrual, and an annual carryover limit of 40 hours. Nine paid holidays are observed. A vehicle is available for work duties. Personal vehicle mileage is reimbursable at the federal mileage rate.

**WORK ENVIRONMENT:** Work is primarily performed in an office or other indoor setting during the typical work week. Some events and programs will occur outdoors. Project work (construction, planting) does occur outdoors, on-site, so the project manager must be able to perform outdoor work during precipitation or extremes of temperature, and will need the physical ability to walk on uneven terrain, in stream channels, and navigate stream banks.

#### **THE SUCCESSFUL PROJECT MANAGER POSSESSES:**

- ✓ Problem solving attitude and skills – problem solving is part of the nature of this position.
- ✓ A collaborative attitude is essential – successful projects depend on the support our partners.
- ✓ Attention to detail.
- ✓ Ability to work independently.
- ✓ Ability to work in a small office setting.

## MAJOR DUTIES:

The project manager's duties include all aspects of implementing projects, with budgets ranging from \$10,000 to \$2,000,000, in support of Tri-State Steelheaders' mission. This includes project development, project funding, contract management, bid and procurement processes, permitting, and construction supervision. Generally, projects improve riparian and instream habitat, correct fish passage barriers, and improve water quality.

### **Project Development (40%)**

- Landowner outreach and landowner meetings
- Develop project materials such as maps, site photos, and site plans
- Research funding opportunities
- Develop cost estimates and project budgets
- Complete grant applications
- Review salmon and steelhead recovery plans in support of projects in development

### **Project Implementation (40%)**

- General project administration of multiple projects at different phases
- Apply for and secure project permits (local, state, and federal)
- Participate in project design processes with consultants
- Prepare bid and specification documents for consultants and construction contractors
- Administer bid processes and contract awards
- Develop and manage grant contracts, consultant contracts, and construction contracts
- Develop and implement planting plans
- Construction supervision, with daily construction notes
- Labor & Industries compliance documentation
- Volunteer supervision
- Develop and implement monitoring plans

### **Grant Administration (10%)**

- Grant invoicing
- Track grant and project budgets
- Progress and final reports for grant funders
- Compliance with grant contracts

### **Other Duties, As Needed (10%)**

- Represent the Steelheaders at local and regional meetings of cooperators
- Attend staff meetings
- Assist with education and recreation programs, as needed
- Assist with developing outreach materials, including material for our newsletter
- Training and development at classes and workshops, and through self-training
- Assist with conducting Steelheaders' events
- Deliver presentations to diverse audiences

QUALIFICATIONS:

- Bachelor's degree in biology, fisheries, ecology, environmental science, or related natural resource fields.
- Experience in project management, either in academia or on the job, with emphasis on the types of tasks listed in the Major Duties.
- Interest in working in the non-profit sector.
- Strong written and verbal communication skills for a variety of audiences.
- Proficiency in Microsoft Office (Excel, Word, PowerPoint) programs.
- Valid driver's license and dependable transportation, or ability to acquire both upon hire.

DESIRED SKILLS AND INTERESTS:

- Grant writing experience.
- Knowledge of general habitat needs of salmonids.
- Knowledge of local habitats and ecosystems.
- Knowledge of native vegetation of eastern Washington.
- Knowledge of restoration techniques, such as bioengineering and large wood structures.
- Experience in applied habitat restoration.
- Experience in leading groups, or other supervisory capacity.
- Familiarity with use of hand tools and heavy equipment.
- Spanish language skills.
- Experience working for a non-profit organization, as a volunteer, staff, or a board member.

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