

Position Title: Resource Planner I – Rain Garden Assistant - 32-hour week

Kitsap Conservation District

Budget for Position: CWK/Grants

Starting Salary Range: Hourly: \$22.66

The goals of the KCD Rain Garden Program are to improve water quality and reduce stormwater impacts on private property in unincorporated Kitsap County. This project position is funded by a contractual agreement and scope of work between KCD and Kitsap County. The successful candidate will assist the program in outreach and implementation of projects related to management techniques and treatment technologies that will substantially contribute to the program's implementation and effectiveness.

Duties include but may not be limited to the following areas:

Planning

- Understand environmental policies and regulations as pertains to specific projects or activities.
- Successfully communicate with agency personnel and stakeholders
- Work with Rain Garden staff, landowners, and consultants to assist in implementing projects. Assist in all phases (planning, construction, and monitoring).
- Successfully work with and communicate with private property landowners and other members of the public to assist in developing and implementing projects.
- Utilize GPS/GIS technology to complete mapping, data gathering and planning documents.
- Read and interpret project drawings and specifications.
- Assist with installation of rain garden and Green Infrastructure projects.

Education and Outreach

- Assist in environmental education and outreach activities and manage display booths at public events and classrooms.
- Attend meetings and communicate with the public and present information about Stormwater, stream health, habitat, and restoration.

Physical Demands

While performing the duties of this job, the employee is:

- Regularly required to sit, stand, bend at the neck, bend at the waist, squat, climb, or kneel.
- Regularly required to use hands or fingers to perform simple grasping.
- Occasionally required to push or pull equipment or wheelbarrows.
- Frequently required to reach above shoulder level, reach below shoulder level.
- Frequently required to lift and/or carry up to 25 pounds,
- Occasionally lift and/or carry up to 50 pounds.

Work Environment:

While performing the duties of this job, the employee: regularly drives cars and trucks and is exposed to outside weather conditions. Occasionally the employee is exposed to extremes in temperature, humidity, or wetness.

Disclaimer

This job description indicates in general terms the type and level of work performed, as well as the typical responsibilities of employees in this classification. The duties described are not to be interpreted as being all-inclusive to any specific employee. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Nothing in this position description changes the at-will employment relationship existing between the Institution and its employees.

Additionally, the candidate will work within District policy and procedures that include staff functions such as time sheets, meetings, security, and safety, as well as participate in events such as fair, tree sale, newsletter, brochures, website, and other outreach activities that communicate the programs available to landowners. The candidate should be prepared to improve all skills through various training including seminars and workshops.

Qualifications:**Required:**

A bachelor's degree involving major study in natural resources with an environmental emphasis, or in a closely related field; particular emphasis on plants/planting project is helpful.

AND one year of experience in environmental or natural resources field work or internship.

Desirable Skills & Qualifications

- Able to type a minimum of forty words per minute.
- Able to effectively communicate in both written and oral form.
- Ability to have attention to detail with completion of paperwork and organization.
- Able to coordinate volunteers, agencies and programs to achieve program goals.
- Familiarity with stormwater/habitat concepts and techniques.
- Able to hold a Washington State Driver's License
- Accomplished in the use of MS Office software.
- Beginning skills in ArcMap GIS software

Nature/Scope: This employee may be assigned a variety of projects at one time. It is anticipated that the normal execution of duties will involve job training, site visits, public relations and education, local and out-of-town travel, and occasional extended hours. This position includes work in field situations that may involve rough terrain, inclement weather, and/or strenuous activity. The position requires the fulfillment of the District's scope of work, scheduling of events and implementation of projects with the project team, and meeting deadlines and administrative responsibilities.

The position also includes paid health and dental insurance, sick leave, vacation leave, retirement contributions*

Application Instructions

The Kitsap Conservation District is an equal opportunity, At-Will employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, veterans or people with military status, and people of all sexual orientations and gender identities are encouraged to apply.

This recruitment is open until filled, with initial screening by KCD administration, scheduled on October 2, 2023. To be considered for the initial screening, please submit an application on or before October 1, 2023. The agency reserves the right to make an appointment of the position at any time after the initial screening date.

Application Instructions: Please send resume, cover letter, and 2 references to j-garit@kitsapcd.org and b-lum@kitsapcd.org with reference in subject line: KCD RG application.

Approved: Board Meeting October 2022	Amendment Approval Date: Sept 2023 Board Meeting	Reviewed By: District Coordinator	Prepared By: J. Garitone 360-204-5529 Ext 13
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