Position Description

Job Title: River Restoration Project Manager
Department: 10 – Natural Resources
Sub-Department: Restoration Section
Job Class: E-8
Reports To: River Restoration Ecologist
FLSA Status: Exempt
BG Classification: IC3
Salary Start: $63,318
Prepared Date: August 2022
Updated: February 2023

* The River Restoration Project Manager is a grant funded position; therefore, the duration of this position is subject to the guidelines outlined in the grant(s).

SUMMARY
This position requires a broad range of skills The River Restoration Project Manager should have broad experience in natural resource management issues and land management practices in the Great Lakes centering around watershed restoration efforts. The River Restoration Project Manager should have an understanding of federal and state regulatory permitting requirements, have solid professional skills, be able to communicate and work effectively with a broad range of stakeholders, and be flexible and responsive to unforeseen project demands. The River Restoration Project Manager will work with staff and independently to fulfill grant objectives listed under but not limited to such projects as NOAA Tribal Priority Fish Passage projects, BIA GLRI funded restoration project grants and other restoration project grants pursued and secured by the Restoration Section of the Natural Resources Department. This position will assist in the day-to-day operation of the Grand Traverse Band’s (GTB) Restoration Section through general tasks to help increase efficiency and performance of the program.

MINIMUM QUALIFICATIONS
 Master’s Degree in Science Field or Natural Resources related field required *
 Minimum 3 to 5 years of related field experience in developing and implementing on the ground habitat projects. This experience should include proposal development (grant writing), direct project management responsibilities, and coordination with contractors and project partners in collaboration with tribal governments and/or non-profit restoration and restoration/conservation-based organizations.
 Must have a valid unrestricted Driver’s License and be insurable by the GTB insurance carrier.

ESSENTIAL DUTIES AND RESPONSIBILITIES
 Assist with resource planning and coordinating inventories of fish, wildlife, plant, and forest cover by collecting and compiling a variety of existing wildlife and environmental data pertaining to any projects or activities identified by Tribal grant(s).
 Work with local jurisdictions, watershed councils, state and federal agencies, and landowners to identify habitat restoration opportunities and develop restoration concepts.
 Collaborate with funders to develop grant agreements, scopes of work, deliverables, timelines, and budgets for potential projects.
 Manage multiple grant budgets and contract requirements.
Facilitate and oversee technical engineering design and construction professionals through all phases of restoration projects.

Work with natural resource agency regulatory staff to ensure projects are compliant with local, state, and federal regulations and all permits are obtained for projects.

Assist with the maintenance of comprehensive databases on management activities affecting fish and wildlife resources in treaty areas.

Applies practical knowledge of soil and water restoration/conservation and erosion control techniques and engineering concepts to help land managers and contractors plan, schedule, install and maintain agriculture and/or stream, wildlife, and riparian habitat improvements.

Gathers and compiles needed information (using a level to run profiles, cross-sections, and topographic surveys) and other field data (soil limitations, erosion, surface drainage and sedimentation) for evaluation of feasibility design, layout, and construction of restoration/conservation practices.

Documents that restoration/conservation components of projects have been installed and notes whether they are according to applicable standards and specifications.

Provides technical guidance to land managers when planning and installing restoration/conservation practices and performs status review site visits to monitor and evaluate the success of installed restoration/conservation practices and to determine compliance with contract provisions.

Records survey readings, computes soil loss, compiles survey data and prepares sketches, such as basic agronomic and engineering designs, as assigned.

Assists in preparation of field office records, reports, and field office long-range plans.

Gives prepared presentation on basic soil and water restoration/conservation and ecological topics to school and civic groups and prepares news articles of local interest on general restoration/conservation subjects.

Supports and participates in the Equal Employment Opportunity (EEO) and Civil Rights (CR) program activities. Demonstrates an awareness of EEO/CR policies and responsibilities and performs all duties in a manner which consistently demonstrates fairness, cooperation, and respect to co-workers, office visitors, and all others in the performance of official business.

OTHER SKILLS AND ABILITIES

- Proficiency in computers and familiarity with multiple packages of software including ArcGIS, HEC-RAS, AutoCAD.
- Familiarity in the use of survey grade instrumentation (Robotic Total Station, RTK GPS, etc.)
- Familiarity in the operation of Unmanned Aerial Systems and associated imagery technologies.
- Excellent verbal and written communication skills.
- Advanced technical writing skills.
- Excellent interpersonal skills as demonstrated in the seven grandfather teachings.
- Exceptional detail and follow-up skills.
- Advanced proficiency in leadership and management skills and techniques.
- Ability to effectively establish priorities and meet deadlines.
- Ability to quickly evaluate alternatives and decide on a plan of action.
- General mechanical ability is required.
- Must be willing to learn, plan and implement Tribal and other pertinent restoration/conservation practices, and be able to follow procedures with appropriate training and guidance.
- Successful completion of Program Director Training within one year from the date of hire or at the earliest offered opportunity.
- General knowledge of business, budgeting, accounting, purchasing, and planning.
- Advanced knowledge of applicable law, regulations, rules, procedures, and administration is required.

EDUCATION and/or EXPERIENCE

- Master’s Degree in Science Field or Natural Resources related field required*
- Minimum 3 to 5 years of related field experience in developing and implementing on the ground habitat projects. This experience should include proposal development (grant writing), direct project management responsibilities, and coordination with contractors and project partners in collaboration with tribal governments and/or non-profit restoration and conservation-based organizations.
- Must have a valid unrestricted Driver’s License and be insurable by the GTB insurance carrier.

**DRIVING REQUIREMENTS**

- Must have a valid unrestricted driver license and be insurable by the GTB insurance carrier.

**OTHER PREFERRED QUALIFICATIONS**

- Knowledge of Tribal Natural Resources issues, with emphasis as to a level of understanding of Tribal Traditional Ecological Knowledge (TEK) and its applicability and correlation to conventional scientific principles, practices and techniques.
- Practical knowledge of fish and wildlife habitat requirements sufficient to resolve moderately difficult assignments involving the application of one or two conventional restoration/conservation measures and introduce additional practices to an established restoration/conservation plan.
- Practical knowledge of soil and water restoration/conservation and erosion control techniques and engineering concepts sufficient to prepare and help implement designs for restoration/conservation practices that include but are not limited to fish and wildlife habitat improvements, nutrient and sediment management, conservation tillage, cover crops and tree plantings.
- Knowledge of written and oral communications techniques sufficient to make effective presentations of soil and water restoration/conservation practices and projects that are typical in the assigned area; applies this knowledge to inform land managers, operators, and contractors of local program objectives.

**SUPERVISORY RESPONSIBILITIES:**

None

**EQUIPMENT TO BE USED**

General office equipment including computers and multiple software packages including databases, GIS, and various applications for digital data collection devices, copiers, phone systems, video imaging, power point projectors, field survey equipment, watercraft, temperature and level loggers, and various other equipment associated with field data collection.

**TYPICAL PHYSICAL DEMANDS**

- The assigned restoration/conservation work requires regular and recurring prolonged walking over field terrain, and bending, lifting, and stretching when setting up survey instruments and equipment. Average dexterity in the use of drafting and illustrative tools is necessary.
- The assigned stream and wetlands work require working in and around water, climbing banks, and lifting associated with launching and operating small craft.
- Office work will require sitting at a desk, keyboard work and viewing computer screen for prolonged periods.

**TYPICAL MENTAL DEMANDS**

The employee uses judgment in identifying and selecting the most appropriate procedures to use, or in determining which of several established alternatives to use. Some deadlines are involved, so there is time pressure on occasion.

**WORKING CONDITIONS**

- This job involves regular and recurring exposure to operating agricultural and construction equipment including excavators, bulldozers, tractors, caterpillars, and a wide variety of attached implements such as cultivators, discs, and plows, etc.
- Wearing protective gear and clothing such as a hard hat, boots and gloves and life preservers may be necessary.
Comments
Native American Preference will apply. Must be willing to pass a criminal history background investigation and a drug and alcohol urinalysis as a condition of employment. Adherence to strict company policy regarding confidentiality is required.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time through approved motion by Tribal Council. * Any qualifications to be considered as equivalents in lieu of stated minimums require prior approval of the Director of Human Resources.

_________________________________________________  ________________________
Employee Signature            Date