

Columbia Land Conservancy, Inc.

Job Description

Position Title: Public Lands Manager

Position Status: Full-time/Exempt

Reports to: Director of Conservation Programs

General Position Summary: Serves as CLC's lead public conservation area steward and manages and supervises the Public Conservation Area team. Works closely with the Director of Conservation Programs on the planning, development and management of CLC's fee lands and public conservation areas. Evaluates properties for their natural resources and advises on best management practices. Ensures that the PCA team is maintaining conservation areas to provide a safe and positive user experience. Develops partnerships, community connections and supporters for CLC's conservation work throughout the county. Works with the Director of Conservation Programs and the Grants Team to coordinate funding for management and development projects at the PCAs. Works with the Volunteer Coordinator to build a robust volunteer program for the PCAs. Participates in strategic planning and assists in aligning annual work plans with overall organizational conservation goals.

Essential Functions:

- **Public Lands Maintenance:** Coordinates the PCA Team to ensure that the PCAs provide a safe and positive user experience by overseeing and coordinating the maintenance of public areas and improvements (trails, parking areas, bridges, kiosks, and other areas designated for regular public use) in a safe and aesthetic manner; implements habitat management projects; and oversees the PCA Team who are responsible for inspecting sites for safety or management issues.

Knowledge of and experience with the maintenance tasks that the PCA Team must execute. These tasks include lawn/entrance/recreational area mowing, plowing, weed-whacking, pruning, brush-clearing, tractor work, grading, drainage, trail repair and construction, chain-saw use, poison-ivy control, herbicide application, and site clean-up and enhancement. Is capable of operating and maintaining (in accordance with CLC safety protocol) power and manually operated equipment to accomplish the above described tasks.

- **Public Lands Development:** Works with the Director of Conservation Programs to develop and revise the PCA master plans; and has the primary responsibility for site design and implementation of improvements, landscaping and habitat improvement plans. Working with the Public Conservation Area team, coordinates and manages construction and/or installation of public access and recreation improvements (i.e. benches, boardwalks, footbridges, split rail fencing, trails, and signage).
- **Outreach and Community Relations:** Demonstrates an enthusiasm for the public lands program, as well as CLC and its mission and goals; cultivates PCA neighbors, town officials, CLC supporters and the general public to build community support for CLC. Assists with building the Volunteer Program and supports CLC events.

- **Administrative and Fiscal:** Works with the Director of Operations and the Director of Conservation Programs to develop annual budgets for PCAs; leads with developing PCA work plans and priorities; develops weekly schedules; maintains and processes incident records; and processes project reports, permits, and contracts, as necessary.
- **Supervisory:** Supervises CLC's Public Conservation Area team members (Land Stewards) and works in conjunction with the PCA team to supervise volunteers, interns or other professionals performing PCA related works or projects as appropriate. Ensures PCA work is performed with a priority on safety, efficiency, aesthetics, and respect for natural resources.

Qualifications:

- Bachelor's degree in forestry, resource management, landscape architecture, environmental studies, biology, geography, land use planning, or related subject.
- Minimum of five years of experience in property maintenance and management (residential and/or park/conservation areas).
- Preference will be given to a candidate with a strong ecology/biology/natural resource assessment and management background and /or an advanced degree in these areas.
- Minimum of three years of experience in supervising staff and working with volunteers.
- Experience and training in trail design and development, parks management, conservation areas, landscape technology etc. or equivalent.
- Experience with GPS data collection and ArcGIS software.
- Experience using power and manually operated equipment.
- Valid driver's license and clean driving record required; experience towing trailers desired.
- Outstanding time management skills, excellent written and verbal skills, strong attention to detail, and ability to juggle a variety of tasks and projects simultaneously.
- Must be able to work independently and as part of a team.
- Must be willing to work occasional evenings and weekends.
- First Aid & CPR certifications and emergency medical technician certification strongly preferred.

Physical Demands: The job requires significant amount of strenuous activities in the out-of-doors, including the ability to lift 75+ pounds on an occasional basis, and work outdoors in a variety of weather conditions. Employee must have full range of motion for strenuous activities such as: hiking, sawing, use of power and manual tools, and hauling. The hikes through properties may or may not have developed trail systems and occasionally consist of steep terrain. Some customary office duties as performed at a desk (may require periods of sitting and computer typing).

Work Environment: Predominantly outdoors, with some indoor office and workshop work. Office work is primarily sitting at a desk with a computer or in meetings. The position requires regular and frequent travel throughout Columbia County with occasional travel within the region and beyond for meetings, conferences, and trainings; driving to sites may require use of personal vehicle.