

## District Project Coordinator Job Opening for the Winkelman-Redington NRCDs

### Position Background:

This is a new position for the Winkelman & Redington NRCDs (Natural Resource Conservation Districts), which covers greater eastern Pinal County and other bordering counties. The premise and need for the position has been recognized for some time and has the ability to raise the visibility, resourcefulness, and increase the number of completed conservation projects. Ultimately, the Coordinator will function to identify and work to implement and monitor projects “on the ground” in the districts who share in hiring, using, and funding of this position. Since this is a new position to the Districts, that combines the traditional functions of a NRCD with major infrastructure installation, it has a unique opportunity to prove its value to the District’s missions and goals. This is a major “boots on the ground”, “hands on” approach for the Districts.

This position will gather, analyze, database, and quantify natural resource conservation needs in the districts in an effort to create large scale “landscape type” natural resource conservation projects, major infrastructure installation projects as well as smaller projects that focus on resource concerns identified by the district and cooperator. This position will also work with NRCS, and many other Agencies and Organizations, to prioritize these projects, secure funding, and get approval for Cooperators to construct. A background in grant proposal and implementation is desirable.

This position will take direction from the WNRCD & RNRCD District Chairs. This position has many Customers and will become the focal point of the Districts and Cooperators to take conservation projects from paper to completion. The Ed Center is a vital function of the Districts. This position will work with and look for opportunities to enhance the functions of the Ed Centers.

This position will be an individual contractor and as such, the contractor would meet IRS criteria to be treated as an independent consultant.

### Essential functions:

- Take direction from the appropriate District Chairmen and Supervisors and work effectively with District staff, AACD Staff, NRCS Staff, ASLD Staff, Electrical construction and management staff, and the public.
- Adhere to project and meeting deadlines.
- Prepare and present information as needed to facilitate communication with Cooperators, the public and AACD/District/NRCS staff on a wide variety of topics as required or needed to accomplish natural resource conservation goals.
- Work with contractors in the planning and development of Electrical Infrastructure.
- Work with Cooperators to survey inventories, create resource conservation plans /ranch plans, and determine district project priorities.
- Work with Land owners on the construction of electrical infrastructure on their land.
- Consolidate existing information and create a data base to track information based on cooperator/ranch/farm surveys for trends and analysis for projects.
- Employ effective, accurate, and articulate written and verbal communications to both internal and external customers, including the public, as it pertains to projects. Employ active listening skills and effective interpersonal communication with both internal and external customers.

- Assist Cooperators in ranch/farm/natural resource conservation project applications, funding resource information, and project construction/implementation (thru completion, inspection for approvals, and receiving payment for the improvements).
- Attend meetings as required to perform the coordinator position effectively.
- Travel within districts, to AACD, NRCS and to Cooperators as required. Use travel funding efficiently and effectively to attain goals. Maintain accurate travel cost receipts and track travel data for travel reduction opportunities. The Winkelman & Redington districts cover over 1.6 & .4 million acres respectively.
- Work with NRCS Staff to create RCPP's from ranch plans and communicate outcomes to applicants of process and application status and funding.
- Performs reviews of all types of documents/project plans and obtains clarifications as necessary to complete, process, and fully understand the information.
- Research, create, apply for, and manage grants independently or in conjunction with AACD as directed by the districts.
- Additional duties as deemed necessary.

### Requirements

- Knowledge of local natural resources and challenges.
- Ability to survey, compile, and interpret data for trends, priorities, and resource conservation needs. Create statistics as necessary to assist in the identification of trends and priorities.
- Knowledge and experience with the production of 500 KV Transit lines
- Experience with high voltage grounding bed/equipment yard grounds maintenance for a high voltage power lines and equipment
- Experience working around high voltage equipment and large substation and generating equipment operations.
- Experience monitoring the process leading to an approved Plan of Development to include environmental surveys, wildlife surveys, right of way grading, drainage, and road construction of high voltage powerlines.
- Experience as a dust control and Storm Water Pollution Prevention inspector.
- Must have a 4x4 vehicle to navigate rough terrain, mileage reimbursable within the District,
- OSHA trained along with MSHA for the purposes of being able to teach safety, design safety plans and to verify safe work environments to all workers doing a project or process.
- Academic experience in the field of natural resources.
- Proficient with all types of heavy equipment, most notably, backhoes, water trucks, Gannon tractors, all types of man lifts, skid steers and off-road forklifts
- Full time position with flexible hours.
- Experience with large scale grading and drainage projects primarily with architectural rock erosion structures and large multi barrel structural box concrete flood structures.
- Salary \$50,000 plus reimbursable expenses.
- Experience as a Concrete Strength Testing Inspector according to the American Concrete Institute.
- Experience working with City, State, Federal construction inspectors.
- Experience as a Forman and contract monitor in construction projects.
- Outstanding verbal and written communication skills. The ability to write, present, and speak in front of all sizes of groups with accuracy, clarity and in formats best to transfer meaning of materials.

- Outstanding interpersonal and cohesive team building skills with the ability to facilitate NRCD, NRCS, AACD, Cooperators and Funding Agency Coordinators into a positive, highly functional, and productive TEAM.
- Outstanding time management skills.
- The ability to efficiently and effectively multi-task with accuracy.
- Computer skills including, but not limited to, creation of databases, spreadsheets, documents, letters and files. Ability to convert paper files/applications into computer files for storage, retention, and handling. The ability to create documents, draft letters and issue responses in writing quickly and accurately.
- Knowledge and understanding of ranching/farming/agriculture/wildlife habitat/resource conservation principles and BMPs.

### Preferred Skills

- Knowledge and understanding of Conservation Resource Management Plans.
- Knowledge and understanding of Storm Water Management and Fugitive Dust BMP's.
- Punctuality and Professionalism with internal and external customers.
- Performance and result oriented focus to meet the essential functions above.
- Previous experience working with Governmental Units, Agencies, Sections or Boards.
- Previous experience working with NRCS, NRCD's, State Agencies, CRM's, Grants, EQUIP Process, ranch improvement applications, soil conservation, brush management, water delivery systems, hydrology, wildlife conservation/management, crop rotations, native grasses/forages, and construction of ranch/farm/agricultural improvements.
- Range, Soil, Crop, Environmental, Wildlife or Water Conservation/Management Certifications, or formal education in such disciplines.
- Knowledge of Construction, Project Management, and Project Scheduling.
- Travel Management Experience.
- Continuing Education courses and training would be provided by the Districts.

Applications accepted thru 9/13/2023

Submit your Application, cover letter, and or resume to: [Stephen.Turcotte@gmail.com](mailto:Stephen.Turcotte@gmail.com) and [clerk.wnrcd@gmail.com](mailto:clerk.wnrcd@gmail.com)