Position Description

Position Title: Salmon Habitat Project Manager (Two positions)
Work Location: Wenatchee and Twisp, WA
Reports To: Executive Director
Direct Reports: Supervise interns, volunteers and temporary employees
Status: Full time, non-exempt
Compensation: $26-$32 per hour (DOQ), plus medical, dental and paid time off benefits

Position summary:
Identify and develop new salmon habitat restoration opportunities. Implement grant-funded restoration projects from design through completion. Oversee existing projects in the Methow, Entiat, and Wenatchee basins. These positions will manage projects including: fish passage assessment and construction projects; nutrient enhancement; and mainstem, side-channel, and riparian restoration projects. An overview of past and current CCFEG projects can be found at www.ccfeg.org. Funding for these positions is subject to availability of state, federal and local grants.

Project Manager Duties & Responsibilities:

- Identify, develop and pursue funding for salmon habitat restoration projects.
- Manage the design of restoration projects - coordinate with stakeholders, regulatory personnel, engineers and other technical disciplines. Review designs and ensure compliance with stakeholder and resource objectives.
- Develop and manage project timelines and budgets in cooperation with the Executive Director, staff, and Board. Ensure projects are on schedule and within budget.
- Grant management and reporting.
- Develop scopes of work, conduct competitive bid processes, execute contracts, and supervise subcontractors (engineers, construction contractor, etc.).
- Construction management and inspection.
- Contracting officer duties – Projects ranging from $10,000 to $750,000.
- Acquire all necessary regulatory permits, landowner agreements, utility access, etc.
- Coordinate fish removals and other project elements with state and federal permits.
- Coordinate and attend meetings.

Administrative Duties & Responsibilities:

- Track billable hours, miles traveled, purchases and other items and report regularly to administrative staff, management and funding entities.
- Assist Financial Manager with grant reporting.
- Participate in Board meetings and outreach events.
Preferred Knowledge/Skills/Abilities:
- In-depth knowledge of the riverine environment as it relates to native fish and their habitat requirements.
- Experience with techniques and principles of fish habitat restoration.
- Experience collecting and evaluating ground and surface water information.
- Experience writing and managing salmon habitat restoration grants.
- Ability to effectively communicate and cooperate with stakeholders including private landowners.
- Experience managing professional service, construction, and associated contracts.
- Knowledge of state requirements for procurement of goods and services.
- Ability to develop and track project budgets and schedules.
- Experience with local, state, and federal permitting processes.
- Proficiency in written and oral communication to diverse audiences.
- Ability to work effectively alone and in a collaborative environment.

Education/Experience:
A Bachelor’s degree in fisheries, natural resources, construction management, hydrology, fluvial geomorphology, engineering or similar degree, and three years of work experience that closely resembles the duties and responsibilities of this position.

Special Requirements:
A valid Washington State driver’s license. A valid First Aid and CPR Certification is required if supervising interns or volunteers. A Washington State Patrol background check is required for all personnel working directly with children.

Working Conditions (Office 80% Field 20%):
Cascade Columbia Fisheries Enhancement Group is seeking two experienced project managers, one located in Wenatchee and one in Twisp, WA. The Wenatchee project manager position is needed in the near term and the Twisp position is anticipated to be filled in the fall of 2019.

Project Managers work from an office in a busy, natural resource and public service-oriented environment. Work is performed outdoors, in inclement weather, and around dangerous construction equipment. Sufficient mobility is required to navigate uneven terrain, steep slopes, streams/creeks, marshy areas, and other field conditions. Flexibility is required for attendance at evening, and weekend meetings or events at various locations and field sites which may require overnight travel.

To Apply:
Please send an electronic version of your cover letter, resume, and three professional references (5 pages or less) to Jason Lundgren at Jason@ccfeg.org. Please submit the required materials by 5pm on May 8th for the Wenatchee position. The Twisp position will remain open until filled.