



707.462.3664
410 Jones St., Suite C-3
Ukiah, CA 95482
www.mcrcd.org

Water Resources Project Manager Job Announcement

Employer: Mendocino County Resource Conservation District (MCRCD)
Work Location: Ukiah, CA, with some travel to sites throughout Mendocino County
Position: Full-time, 40 hours per week
Salary: Annual Compensation Range: \$63,201 - \$79,539

- Salary commensurate with experience and education
- Full-time.
- 4 weeks paid time off per year.
- Employer 3% contribution to IRA.
- Health and Dental and EAP

Start Date: April 2024

WHO WE ARE:

The mission of the MCRCD is to conserve, protect, and restore wild and working landscapes to enhance the health of the water, soil and forests in Mendocino County. The MCRCD was formed in 1945 as a special district of the State of California and is governed by Division 9 of the State Public Resources Code. Special districts are limited purpose local governments separate from cities and counties that provide focused public services within their boundaries. The MCRCD is governed by a Board of Directors who appoints an Executive Director to lead the Agency.

POSITION SUMMARY:

The MCRCD is hiring a full-time Water Resources Project Manager (PM) to manage a variety of water-related environmental infrastructure projects throughout Mendocino County. The PM will work closely with the Agency's Assistant Executive Director and Fisheries Biologist to manage projects to restore fisheries habitat, support sustainable groundwater efforts, support stormwater pollution strategies such as road storm-proofing, enhance stream flows and riparian connectivity on a landscape level, and promote and implement water quality improvement and water conservation projects. The PM will support program development by engaging with partners and stakeholders, working with program teams to procure funding, and provide general support in grant management. The ideal candidate will have a strong technical background, with a strong interest in conservation.

MAJOR DUTIES:

- Professionally manage conservation-related construction projects.
- Draft scopes of services and construction specifications for bid documents. Draft Invitations to Bid (ITB), Requests for Proposals (RFPs), Requests for Qualifications (RFQs), conduct pre-bid meetings and have a good understanding of prevailing wage issues.
- Supervise and coordinate the work of contractors, engineers, architects, design professionals and other personnel to assure the efficient and economical use of program funds, personnel, materials, facilities and time within the framework of grant or contract budgets.
- Review work for compliance with contract documents and appropriate guidelines, laws and regulations.
- Monitor project budget, assuring expenditures are within approved budget, tracking changes to the contract documents that may result in change orders.
- Develop and maintain data systems and records to track the process and progress of each project for proper evaluation, control and documentation to ensure compliance with City, State, Federal and grant requirements.
- Create presentation materials and author written and oral reports and media materials.
- Use speaking engagements, media interviews and other methods to enhance the community's awareness of, and appreciation for projects and to educate community stakeholders regarding each project's function and objectives.
- Plan, conduct, and present at project-related meetings.
- Prepare grant applications.
- Use GPS and ArcGIS to generate project-site maps and use published soil surveys and other resources for data required in projects.
- Post regularly to social media sites, update the MCRCD website, develop e-newsletters, and generally support other outreach tasks for the organization.
- Participate in technical advisory groups on watershed projects.
- Work collaboratively with MCRCD staff, the public, county officials, state and federal agencies, and local landowners.
- Assist in the development of financial projections.
- Ability to make recommendation on best practices and how to increase speed, efficiency or quality of project delivery.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in environmental science, hydrology, engineering, landscape architecture, architecture, geology, construction management, business management or related field.
- Professional training and experience in project management.
- Experience in drafting governmental solicitations and detailed scopes of services for construction and design such ITBs, RFQs, and RFPs.

- At least two years of experience in natural resources project management and/or infrastructure or construction project management
- Demonstrated strong interest in conservation and wild and/or working landscapes.
- At least one year of experience with the ESRI suite, including ArcGIS pro, AGOL (ArcGIS Online).
- Knowledge of the principles and practices of project management and contract administration.
- Knowledge of fiscal management, including budget preparation, cost and budget analysis, expenditure control and records management.
- Knowledge of design and construction management including developing bid specifications, reading blueprints and evaluation of design and construction projects.
- Excellent organizational, communication, and collaboration skills.
- Experience in writing project or staff reports.
- Proficient use of various computer programs including word processing, spreadsheets, database programs, excel, and project management software such as Microsoft Project.
- Ability to write clear, accurate, and effective reports.
- Ability to communicate effectively and professionally with co-workers, agency partners, and the public.
- Ability to work independently and with a team.
- Experience with grant-funded projects.
- Experience and interest working with underserved populations.
- Must possess or have ability to obtain a valid California Driver's license and provide proof of insurance.

DESIRABLE QUALIFICATIONS

- Certification in Project Management (PMI)
- California registration as a landscape architect, professional engineer, architect, or professional geologist
- Proven ability to present clear, cogent technical and design information to stakeholders, both orally and in writing
- Interest and familiarity with the natural landscape of Mendocino County
- Master's degree in related field.
- Bi-lingual in Spanish, ASL, or other language(s) in common use in Mendocino County.
- Experience working with diverse and/or underserved communities, including Spanish-speakers and/or Indigenous Tribes in Mendocino County.



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PHYSICAL DEMANDS:

- Work and navigate alone or in groups.
- Work full days, in all-weather conditions (i.e., hot/dry summer and cold/wet winter days).
- Walk long distances on uneven terrain, in all-weather conditions.
- Ability to lift 40 pounds and bend, squat, stretch, reach overhead.
- Experience/ability to learn to drive ATVs, UTVs, stick-shift, and 4-wheel drive vehicles.

PAY, BENEFITS, AND WORK SCHEDULE:

This is a full-time position based in Ukiah, California.

HOW TO APPLY:

Send resume and cover letter to Stephanie Garrabrant-Sierra, Executive Director, via email, at Stephanie.Sierra@MCRCD.org. **Recruitment closes on April 11th, 2024.** **Applications MUST include a cover letter detailing relevant qualifications and interest in the position.**

MCRCD prohibits discrimination in all of its programs and activities, based on race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact the RCD.