

Bitter Root RC&D Lead Community Forester Position Advertisement

The mission of the Bitter Root Resource Conservation and Development Area, Inc (BRRC&D) is to provide leadership and support on natural and community resource issues and projects in our service area of Missoula, Mineral, and Ravalli counties, and beyond, by facilitating the planning, coordination, and implementation of initiatives which promote a sustainable rural lifestyle for current and future generations.

BRRC&D believes employees are their most important asset. We empower employees to exercise professional judgment in carrying out their duties. Employees are provided with the training and tools necessary to achieve the mission. Both team effort and individual employee expertise are supported and sustained.

Job Overview:

The position of Lead Community Forester - Hazardous Fuels Program Manager for BRRC&D is based in its Hamilton, MT, office. The position is responsible for the implementation and coordination of Fuel Mitigation grant programs within the three counties or other areas as assigned. This position serves as critical management in charge of the Hazardous Fuels Grant program. It also is responsible for coordinating and implementing the prevention and community preparedness efforts of the Anaconda Fire Program resources including the supervision of wildland fire initial attack personnel and equipment.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Fuel Mitigation Program:

The Lead Community Forester will coordinate and perform fuel mitigation implementation, planning, training, inter-agency collaboration, and private landowner coordination among the three county areas to protect lives, property and natural resources on state and private lands. Areas of emphasis include:

- Fuels Management & Mitigation
- Providing Forestry and Fire Management expertise to landowners
- Coordination with the U.S. Forest Service, DNRC, NRCS, other agencies and non-governmental organizations
- Supervision of other part-time BRRC&D Community Foresters
- Researching, writing, coordinating and submitting grant applications

Equipment Operated:

The position requires skill in the use and operation of tools, equipment and vehicles used in setting up and implementing fuel mitigation activities and field operations. It requires a thorough knowledge of a variety of computer software applications including; word processing, spreadsheets, databases and Geographic Information Systems (GIS).

Supervision:

- Directs the daily activities of BRRC&D Community Foresters to ensure safe and effective operations. Conducts weekly briefings with foresters to inform them of current and future fuel mitigation projects and to discuss projects with other agencies to coordinate cross-boundary projects. This involves analyzing and discussing current and future grant budgets and grant opportunities.
- Exchanges information with technical and professional specialists responding to questions and concerns.
- Conducts and/or coordinates recruitment and selection activities for addition or replacement of BRRC&D Community Foresters to ensure adequate staffing. This involves developing selection criteria and interview questions, participating in interviews, and reference when appropriate, and making hiring recommendations to the BRRC&D President and Executive Director.

Of high importance is the development and maintenance of successful working relationships with other agencies (USFS, DNRC, NRCS, and others), non-governmental organizations, landowners and key community partners.

APPLICATION AND SELECTION PROCESS:

BRRC&D may include the following factors in determining whether an applicant meets the qualifications of a position vacancy: BRRC&D application form, cover letter, current resume, educational requirements, structured interview, job-related reference checks, job-related work experience, job-related past and current performance in current job. BRRC&D will not contact current employers without applicant's knowledge.

APPLICATION MATERIALS PROVIDED AND REQUIRED FOR THIS POSITION ARE:

- Completed Online Bitter Root RC&D application – maximum of 3 pages – www.bitterrootrcd.org (REQUIRED)
- Position Description (PROVIDED)
- Application Criteria to Address (PROVIDED)
- Position Advertisement (PROVIDED)

What are some benefits that you can expect from working at BRRC&D?

If the position becomes a permanent/year-round job, our benefits could include:

- Health Insurance Assistance
- Retirement
- Paid Vacation, Sick Leave and Holidays when employed full time, not as a part-time employee.

Minimum Qualifications (Education and Experience):

This position requires a high school diploma and a minimum 3 years of fire and forestry progressive experience. Position requires incumbent to maintain a Montana Driver's License.

SPECIAL INFORMATION:

This position is currently being advertised as a part-time position with no fringe benefits. There is the potential for a successful candidate to achieve a full-time position with some health and retirement benefits, vacation/sick leave, and paid holidays. The applicant needs to understand that the employment duration is dependent on BRRC&D's receiving the funds to financially cover this position. Grant writing and application submissions by the successful applicant are necessary to secure adequate funding to cover this position on an annual basis.

A valid driver's license is required with less than 12 conviction points in the most recent completed 36 months. This position will require the use of your own private vehicle capable of handling challenging Montana road conditions. Verifiable mileage costs are covered by BRRC&D. Vehicle Liability insurance in the amount of at least \$500,000 must be maintained at the employee's expense for the duration of employment. Professional liability insurance will be provided by the BRRC&D whether a part-time or full-time employee. A cell phone will be provided by the BRRC&D.

Salary:

Starting pay rate under Probationary/Training Period (3 Months): \$24.00/hr.

After Successful Probationary/Training Period, PAY RATE: \$30.00/hr.

Benefits Package Eligibility: Health Insurance, Paid Leave & Holidays, Retirement Plan (if and when position becomes full-time and permanent, in accordance with vesting requirements).

Number of Openings: 1 Employee

Status: Regular **Schedule:** Part-Time, Flexible (40 hours each 2-week pay period)

Shift: Day Job primarily

Travel: Yes, 50-70 % of the time in the field (3-County area primarily) and training, conferences, etc., as required

Primary Location: BRRC&D office in Hamilton, MT

BRRC&D Status: 501(C)(3) non-profit corporation

Posting Date: August 15, 2023

Closing Date: September 15, 2023

Required Application Materials: Application

Contact Name: Byron Bonney or Pam Gouse **Contact Email:** BRRC&D at bitterrootrcd@cybernet1.com

Contact Phone: 406-363-5450

BRRC&D does not discriminate based on race, color, national origin, religion, sex, sexual orientation, gender identity or expression, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, age, physical or mental disability, genetic information, marital status, creed, political beliefs or affiliation, veteran status, military service, retaliation, or any other factor not related to merit and qualifications of an employee or applicant.