

Bitter Root Resource Conservation & Development Area, Inc. (BRRC&D)

Lead Community Forester/Hazardous Fuels Program Manager
Application

Name: _____ **Phone No.:** _____

Address: _____
Street or P.O. Box City State Zip Code

Email Address: _____

Application Questions (Limit Application to 3 pages)
Refer to Attached Job Description

1. List Current & Past 5 yrs. Employment (Dates, Employer, Job Title, Short Work Description)
2. Forestry Experience:
3. Wildland Fire Experience:
4. Other Field Experience:
5. ArcGIS mapping Experience:
6. Other Computer Experience (Word, Excel, PPT, Adobe, etc.):
7. Experience working with State/Federal orgs, public, woods contractors, media, NGOs, etc.:
8. Grant-writing Experience:
9. Fuel Mitigation Grant Program experience:
10. Experience Supervising/Leading Others:
11. List 3 References (Name, Phone #, Relationship):

Advertisement Period: 30 Days – August 15 through September 15

Bitter Root Resource Conservation & Development Area, Inc.
RC&D Lead Community Forester/Haz Fuels Program Manager Position Description
Starting pay rate under Probationary/Training Period (3 Months): \$24.00/hr.
After Probationary/Training Period PAY RATE: \$30.00/hr.

INTRODUCTION:

This position is the Lead Community Forester and Hazardous Fuels Grant Program Manager for the Bitter Root Resource Conservation and Development Area, Inc. (BRRC&D). The position duty station is at the RC&D office in Hamilton, Montana, and is established as a Part-Time position with potential to become full-time if incumbent desires full-time employment. Part-time employment would be year-round at approximately 40 hours per two-week pay period. Incumbent probationary/training period could be less than three months if the incumbent exhibits satisfactory performance prior to the end of the period. In addition, the determination of full-time employment will depend on the amount of grant funding available to support full-time employment. The decision to change to full-time employment will be determined through discussions with the Bitter Root RC&D Executive Director, the BR RC&D President, the BR RC&D Administrative Bookkeeper, DNRC Grant Coordinator, and the employee in this position.

This position:

1. Serves as the Program Manager for the Hazardous Fuel Reduction Grant Program under the Grant Programs administered by the Bitter Root RC&D.
2. Works closely with and supervises the Bitter Root RC&D Community Foresters to meet individual grant objectives and specifications by administering grant funding provided to the Bitter Root RC&D area which includes Ravalli County, Mineral County, and a portion of Missoula County (All of Missoula County except the Blackfoot River drainage).
3. Works in close cooperation with the Montana DNRC, NRCS, the U.S. Forest Service (Bitterroot and Lolo National Forests), the local county officials, local VFDs, non-governmental organizations, local businesses, and private landowners.
4. Assists in implementing recordkeeping systems and maintaining those records as requested and deemed necessary by the BRRC&D and the State of Montana Department of Natural Resources and Conservation (DNRC).
5. Provides professional forestry advice and counsel to the BRRC&D, partners/cooperators, and to the landowners, committees, clients, cooperators, contractors, and participating partners of the BRRC&D.
6. Will be a member of the Fire in the Root Council and the Lolo Restoration Committee.
7. Will be called upon to provide field leadership by working with private landowners in any forestry activities related to hazardous fuel reduction and other forestry related matters eligible for and covered by specific grants received by the BRRC&D.
8. Provide technical assistance/advice to landowners to establish long and short-term goals for their properties. Long-term goals would address establishing management objectives for the property into the future by establishing important long-term goals. Short-term goals would include hazardous fuel reduction with the short-term goal of: 1) reducing fire risk through thinning to reduce the probability of a fast-spreading crown fire; 2) reduce the probability of a surface fire from becoming a crown fire; 3) pruning; and 4) treating the slash created through thinning/pruning by pile burning, mastication, chipping, prescribed burning, or other acceptable methods.

9. Will also assist community groups, committees, and organizations to provide educational programs and opportunities on wildfire and/or forestry related matters.
10. Writes hazardous fuels grant applications to secure funding for the BRR&D Hazardous Fuels program.
11. Is familiar with and uses various computer programs and software to record data, maps, and pertinent information about the hazardous fuels program.

NATURE OF WORK:

- Work will be performed in the office, home, and in field settings.
- Must be able to drive on forested mountain roads in a variety of weather/road conditions and to assess unsafe situations.
- Must provide their own vehicle and insurance. The Mileage rate will be the current Federal IRS approved rate.
- Provides safety briefings on field trips arranged for site visits for any employees or other participants.
- Uses proper personal protective equipment for every task and dresses properly for forest and weather conditions that may be experienced in the field.
- This position requires a high level of professional knowledge/expertise in Forestry and sustainable forest management, fire behavior, safety, and current forest “best management practices.”
- The incumbent needs to perform home assessments and be proficient in entering the information on the DRNC’s Home Assessment Form.
- This position is responsible for creating and maintaining project maps and must have extensive expertise and experience in the operation of ArcMap ESRI computer software.
- This position must also have extensive computer experience in Microsoft Word, Excel spreadsheets, PowerPoint, and Access programs.
- The ability to work effectively and comfortably with a variety of forest professionals (DNRC/USFS), the public, contractors, forest workers and the media is essential. This includes setting up presentations to various groups such as homeowner associations, other landowner groups, state and federal agencies, non-governmental organizations, community gatherings, and other groups.
- Personal initiative and the ability to communicate at all levels are necessary for this position.
- Acts in an advisory role to other hazardous fuel grant partners, state and federal agencies, landowners, contractors, and other partners. The incumbent is responsible to and reports directly to the Bitter Root RC&D President and Executive Director and is the Lead Program Manager for hazardous fuel reduction grant projects in the Bitter Root RC&D area.
- The duties include being responsible for the administration of specific grants assigned by Bitter Root RC&D.
- The incumbent could also be responsible as Program Manager for other projects as negotiated with BRR&D.
- The incumbent is also responsible for other duties as assigned.

Other Important points regarding this position:

1. **This position is currently being advertised as a part-time position. There is the potential of becoming a salaried full-time position with some health and retirement benefits, vacation/sick leave, and paid holidays.**

- 2. The applicant needs to understand that the position duration is dependent on receiving the funds to financially cover this position. Grant research, grant writing and application submissions are necessary to secure adequate funding to cover this position on an annual basis.**
- 3. It is assumed that this position will provide their own private vehicle capable of handling challenging Montana road conditions. Liability insurance in the amount of at least \$500,000 must be maintained at the employee's expense for the duration of employment.**
- 4. Professional liability insurance will be provided by the BRRC&D whether a part-time or full-time employee.**
- 5. A cell phone will be provided by the BRRC&D.**