

Job Classification: Project Manager I

Location: Cornelius, OR

Job Responsibilities

This position manages a portfolio of clients and projects focused on long-term vegetation and natural area management. The position requires excellent field leadership abilities, extensive knowledge of restoration techniques, crew and staff supervision skills, and an ability to do heavy lifting and long days of work in the outdoors. **This is a field position** that also requires excellent verbal and written communication skills, and an ability to manage budgets and create detailed, long-term plans for clients. Responsibilities include:

- Managing projects in all environments, habitats, and plant communities in the Tualatin Basin.
- Maintaining existing client relationships while building new clients and projects;
- Representing the company to clients and peers in trade meetings, presentations, and in the field;
- Giving instructions, providing corrections, and motivating crew members and crew leaders while creating a positive work environment;
- Tracking project budgets, progress, and reporting;
- Employing best management practices for controlling non-native plants and directing others to efficiently and appropriately implement those management practices;
- Working closely with coworkers to implement and improve data collection, monitoring, surveying and administrative tracking protocols;
- Collecting, managing, and analyzing geospatial data and presenting it to clients;
- Creating and maintaining a positive team environment;
- Supervising employees, conducting performance reviews, monitoring progress, providing changes to job titles and wages, and providing feedback on work performance;

Skills Requirements

- Extensive knowledge of local botany and ecology;
- Ability to express complex data and restoration concepts in verbal, visual, and written formats;
- Ability to collect and analyze geospatial data and conduct vegetation monitoring;
- Ability to write complex proposals, bids, and land management documents;
- Ability to supervise, train, educate, and professionally develop employees;
- Ability to communicate effectively with people from diverse backgrounds;
- Excellent customer service and client relations skills and instincts;
- Experience with financial management, budgeting, and restoration planning;
- Ability to work in the outdoors year-round, while navigating steep slopes and off-trail terrain;
- Ability to safely and regularly apply herbicides in large volumes;
- Excellent spatial awareness and ability to interpret maps while off trail and out of cell service;
- Expertise with herbicide application and ability to maintain commercial pesticide applicators license;
- Ability to regularly perform up to 10 hours of physically demanding and strenuous work per day;

Schedule and Benefits:

- Work-Week: 40 hours per week (Scheduling to be determined based on weather and work needs.) Overtime will be regularly required in order to complete record keeping and driving responsibilities.
- Wage: \$69,000 - \$81,000 DOE
- 6 paid holidays (New Year, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas)
- 160 hours of PTO provided on an annual basis including 40 hours of sick time;
- 16 hours of professional development and up to \$300 of financial assistance in the first year
- 8 hours of volunteer time per year
- Health Insurance: Comprehensive medical, dental, and vision plans with employer contributions
- An annual \$250 raingear stipend
- SIMPLE IRA retirement plan with 3% employer match

**Position Breakdown**

- 40% working with and leading crews in the field
- 30% training staff, conducting site visits, and field survey work
- 20 % Office based managerial and administrative tasks
- 10 % Monitoring, data keeping, budget tracking, mapping, and other technical duties related to client's projects or business management.

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Please send your resume to: admin@mosaicecology.com