



*The King Conservation District is seeking a qualified candidate to perform as a*

## **Farm Drainage Project Coordinator**

*Help King County farmers steward the planet, one farm at a time. Work with farmers, contractors, and partner agencies to implement sustainable maintenance of farm field drainage that stewards long term farm viability. Make a difference by working in a small office focused on getting conservation improvements on the ground through education, planning, implementation, and grants.*

### **Scope of Responsibility**

King Conservation District is implementing a new Agricultural Drainage Program to assist King County farmers in dealing with field drainage problems. The Project Coordinator reports to the farm services Program Manager and performs construction coordination and management tasks with farmers, contractors, and partner agencies. Tasks of the position include coordinate with partner agencies and farmers on site specific drainage assessments, hiring and managing project construction contractors, office assistance, preparing educational materials, and giving presentations.



This position requires an individual with strong farm-based field drainage maintenance knowledge/ experience as well as experience with construction management, in combination with a passion to help farmers with their stewardship goals. We want someone who shares our beliefs in earning the public trust every day and that government can, and must, provide high quality customer service.

The Project Coordinator manages a busy workload and maintains some office hours in the Renton office. S/he coordinates with multiple agencies, contractors and landowners to achieve the goals of the project. S/he works in partnership with partner agencies, contractors and farmers so that both the project goals and the client's goals are addressed. The Project Coordinator may be asked to help plan, host, and present at farm tours and educational classes, including evening and weekend work. This employee must demonstrate the ability to maintain accurate, detailed, and professional reports and records.

This Project Coordinator will join a Conservation District team of thirty staff and will focus on providing applied conservation technical assistance to farmers. Each employee at the Conservation District is encouraged to seek continued learning opportunities, develop their individual technical knowledge, and explore strategies for how conservation practices and services may be improved. The ability to provide exceptional customer service, earn the trust of the public, and work cooperatively with a diverse population is essential to this position.

The Project Coordinator will be trained in and expected to assist landowners in conservation planning using the Natural Resources Conservation Service (NRCS) Nine Step Conservation Planning Process.

### **Job Responsibilities/Duties**

- Coordinated with partner agencies and groups on community outreach efforts.
- Lead the hiring process for public works contractors, including drainage management contractors.
- Provide construction management oversight for farm drainage management projects.
- Communicate with farmers interested in District programs and promote conservation practices that are of benefit to the farmers/landowners and the environment.
- Conduct farm natural resource inventories, and assemble data to help prepare farm conservation plans, including on-farm site visits.
- Plan, organize and implement natural resource management projects and practices, primarily focused on maintaining and improving farm field drainage.
- Assist farmers in obtaining permits and complying with state and local regulations.
- Provide exceptional customer service to a wide range of public and elected officials, technical and conservation experts, farmers and landowners.
- Provide information, education and assistance to farmers, landowners, and the general public on natural resource management practices.
- Prepare reports documenting activities, program progress, and accomplishments.
- Support District activities at public outreach events, including farm tours, workshops, fairs, festivals, by presenting and sharing information related to conservation themes and District programs and services, including some evening and weekend work.
- Write educational fact sheets and articles, prepare and conduct presentations, and assist with the development of publications as needed.
- Attend public meetings as a representative of the District.
- Continue to improve professional skills by attending training sessions, workshops, working with mentors and coaches, and other methods as identified in a professional development plan.
- Perform tasks and activities associated with District programs and projects as assigned, including office and administrative tasks in support of assigned projects.
- Perform all duties in a timely, courteous, and professional manner.
- Safely and properly use and maintain district vehicles, office and field equipment and supplies.

This list of duties is intended as an illustration of the various types of work performed. The omission of specific duties does not exclude them from the responsibilities of the position if the work is similar, related or a logical assignment to the position.

### **Qualifications**

- ✓ Bachelor's Degree (B. A./ B. S.) in civil engineering, natural/ environmental science, agronomy, environmental planning, or closely related technical/scientific/natural resources field.
- ✓ A minimum of two years of directly related professional experience required. A master's degree in closely related field may substitute for one year of related work experience.

- ✓ Experience with construction project management.
- ✓ Experience with farm field drainage management.
- ✓ Experience with outreach with rural or agricultural landowners.
- ✓ Awareness/ understanding of farmer and landowner conservation interests, local natural resource concerns, and conservation practices associated with livestock management and crop production, regulations/ permits associated with farming activities, and approaches to promoting voluntary conservation.
- ✓ Licensed to operate a motor vehicle in the State of Washington or can obtain a valid Washington State Driver's License.
- ✓ Proficiency with computers to write reports, track progress, and prepare and record field and technical data using Microsoft Office Suite (MS Word, Excel, Access, PowerPoint).

### **Desirable Skills and Experience**

Familiarity with GIS software programs

Familiarity with King County Surface Water Designs Manual, Manual of BMPs for Maintenance of Agricultural Waterways in King County, WDFW Aquatic Plants and Fish pamphlet, King County Critical Areas Ordinance and Livestock Management Ordinance

Understanding of salmon life cycles, habitat, and management

### **Annual Salary**

\$49,346 to \$69,084, based on experience

### **Benefits**

The District offers a comprehensive benefits package which includes paid vacation and holidays, medical and dental, a nominal life insurance policy with the option to increase coverage at employee's expense, support for trainings, and participation in the State of Washington Retirement System (PERS).

To learn more, visit the District's website at [www.kingcd.org](http://www.kingcd.org)

### **To Apply:**

**Submit a resume and cover letter to the email address: [jobs@kingcd.org](mailto:jobs@kingcd.org)**

*This position will be open until filled.*

### **Location Main Office**

1107 SW, Grady Way, Suite #130, Renton, WA 98057