



SPSSEG “Protects and restores salmon populations and aquatic habitat with an emphasis on ecosystem function through scientifically informed projects, community education, and volunteer involvement”

## Position Description

**Position Title:** Salmon Habitat Restoration Project Manager

**Work Location:** Olympia, WA

**Reports To:** Executive Director

**Supervision:** May supervise interns, volunteers and/or temporary employees

**Status:** 40 hours per week, exempt, salaried position plus hybrid office options

**Compensation:** \$62,430 - \$70,486 (DOQ), plus competitive benefits package

### Organization Summary:

The South Puget Sound Salmon Enhancement Group (SPSSEG) is one of 14 Regional Fisheries Enhancement Groups in Washington State. Our service area includes the Puyallup, Chambers, Nisqually, Deschutes, Kennedy/Goldsborough and the lower portion of the Kitsap Peninsula. SPSSEG is a membership organization with an active Board of Directors, which focuses on salmon habitat restoration and education and outreach.

### Position Summary:

SPSSEG Project Managers coordinate all aspects of habitat restoration projects including watershed recovery planning, identification of new project opportunities, securing project funding, implementing funded projects, conducting field work, and monitoring completed projects to ensure that organizational and salmon recovery goals are met. This position will also support other SPSSEG Project Manager's and projects. Funding for this position is subject to availability of ongoing state, federal and local grants.

### Project Manager Duties & Responsibilities:

- Directs implementation of funded projects. Manages and monitors grants and contract budgets; assures compliance with grant and contract requirements. Establishes and maintains files of proposals and current grants and contracts.
- Develops and manages project timelines, scopes of work, and budgets in cooperation with the Executive Director, staff, and Board. Ensures projects are on schedule and within budget.
- Actively pursues potential funding sources for high priority projects; writes and manages grant application proposals.
- Conducts competitive bid processes; hires and manages subcontractors (engineers, construction contractors, etc.) under the direction of the Executive Director.
- Acquires all necessary permits, landowner agreements, and utility access for projects, under the guidance of the Executive Director.
- Ensures compliance with state and federal laws and SPSSEG policies.
- Manages and coordinates project consultants, project engineers, and consultant contracts.
- Manages, reviews, and coordinates project construction contractors and construction contracts.
- Provides oversight of construction/restoration projects.

- Tracks and reports administrative staff project costs, invoices, and match required by grants.
- Coordinates with local watershed Lead Entities to identify, develop and prioritize salmon habitat restoration projects.
- Prepares and publishes final reports and recommendations. Provides habitat assessment data and restoration recommendations to local partners (tribes, state and federal agencies, conservation districts, local governments, etc.).
- Participates in technical work group and stakeholder meetings for projects, as needed, including design team meetings and other meetings that relate specifically to funded projects or project development.
- Conducts field work and manages and collects scientific data.
- Other duties as assigned.

**Knowledge/Skills/Abilities:**

- Knowledge of salmon biology and habitat forming processes, as well as habitat assessment and restoration techniques, including but not limited to: in-stream restoration, fish passage, riparian restoration, beaver management, and salmon recovery strategies.
- Proficiency in written and oral communication for diverse audiences. Ability to prepare informational articles and summary work reports, and give presentations at various venues using a variety of formats.
- Proficiency in using MS Office Suite, communication via email, writing grant proposals and reports, tracking work progress, preparing educational and informational materials, and gathering information from the internet and GIS.
- Proficiency in GIS spatial data platforms, using hand held computers to record field data, and other technology skills.
- Ability to manage, review and oversee work and contracts of project consultants, engineers, and construction contractors.
- Ability to organize and plan work schedules and tasks.
- Ability to develop and track project budgets.
- Ability to work productively and cohesively both alone and in teams.
- Ability to manage personal workload, contracts, and other project elements to complete projects on time and within budget.
- Ability to effectively communicate and cooperate with stakeholders and private landowners.
- Ability to conduct environmental field work using relevant protocols.

**Education/Experience:**

A Bachelor’s degree in fisheries, environmental science, habitat restoration, engineering, or other related natural resources field and three years of pertinent work experience. Experience working on multi-disciplinary design teams on habitat restoration and construction projects is desired. Experience writing and managing grants, conducting field work, and overseeing habitat restoration projects is a plus.

**Special Requirements:**

A valid Washington State driver’s license and reliable transportation. A valid First Aid and CPR Certification is required if supervising interns or volunteers. A Washington State Patrol background check is required for all personnel working directly with children.

**Working Conditions:**

The Project Manager works from an office in a busy, non-profit organization within a natural resource and public service-oriented environment. Work is often performed outdoors and in inclement weather. Sufficient mobility is required to navigate uneven terrain, steep slopes, streams/creeks, marshy areas, and other field conditions. Flexibility is required for infrequent attendance at evening, weekend meetings or events, and at various locations and field sites. Approximately 30% of time is spent outside of the office in attending meetings, conducting field work, and monitoring projects.

**To Apply:**

Please send an electronic PDF version of your cover letter, resume, and three professional references (4 pages or less) to Lance Winecka at [Lancew@spsseg.org](mailto:Lancew@spsseg.org) by 5pm, July 1, 2022.