



Whitman Conservation District  
(509) 288-4644  
614 N Mill St. Suite A  
Colfax, WA 99111

## Conservation Project Planner – Riparian Focus

Whitman Conservation District

Position Type: Full-time, Regular (40 hours/week)

FLSA Status: Non-exempt

Compensation: \$25 – \$36.50

Reports To: District Manager

Work Location: Colfax, Washington

### POSITION SUMMARY

The primary focus of the Conservation Project Planner is to work closely with local landowners, district staff, and conservation partners to develop and implement voluntary conservation plans, and to plan, organize, and coordinate stream, wetland, and riparian habitat projects.

This position provides technical assistance; collects, manages, and documents data; operates tools and models; assists with permitting, grant development, grant administration, and contract-related tasks; maintains equipment; and conducts outreach in support of voluntary conservation on private lands. The Conservation Project Planner supports the development and implementation of monitoring programs to assess the effectiveness of conservation practices implemented by the District.

Work is performed both in the field and office and focuses on riparian buffer restoration projects and the installation of in-stream bio-engineered structures. The Conservation Project Planner serves as an integral member of the district team and assists with planning, organizing, and coordinating crew members and field activities to complete project work.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide technical assistance and guidance to landowners and partners to improve natural resource conditions through voluntary conservation practices
- Develop site-specific conservation and riparian restoration plans
- Plan, organize, and coordinate implementation of riparian and stream restoration projects
- Assist with and support field crews and volunteers
- Collect field data and maintain accurate project records
- Assist with permitting processes and coordination with regulatory agencies
- Support grant research, writing, administration, and reporting
- Maintain project documentation, correspondence, schedules, and records using standard office software
- Participate in outreach and education activities
- Operate and maintain district equipment and tools

### REQUIRED QUALIFICATIONS

- Bachelor's degree in Natural Resources, Agriculture, Environmental Science, or a closely related field (or equivalent experience)
- 3-5 years' Experience working in conservation, agriculture, natural resources, or a related field
- 3-5 years' Experience supporting riparian restoration or habitat improvement projects
- Strong written and verbal communication skills
- Experience using Microsoft Office and Outlook

- Ability to perform physically demanding field work
- Valid, unrestricted driver's license

## PREFERRED QUALIFICATIONS

- Experience working with private landowners or agricultural producers
- Familiarity with permitting processes related to riparian or in-stream work
- Experience assisting with or managing grant-funded projects
- Knowledge of conservation programs (NRCS, FSA, EQIP, CRP, CREP)
- Experience coordinating field crews or volunteers
- Knowledge of riparian systems and watershed management
- Experience using GIS

## WORK ENVIRONMENT

This position includes both office and outdoor work. Field work may involve hiking, wading in streams, carrying equipment, operating tools, and working in variable weather conditions. Occasional extended hours and weekend work may be required during peak field seasons.

## JOB DUTIES

### Job Duties and Responsibilities

#### 45% – Technical Assistance (Field-Focused)

- Provide technical assistance, services, and resources to landowners and land managers to improve riparian, stream, wetland, and watershed conditions through voluntary conservation practices.
- Assist in planning, implementing, and evaluating monitoring projects on private lands to assess conservation outcomes.
- Develop and implement site-specific riparian and habitat restoration plans that address identified resource concerns and landowner goals.
- Inventory, evaluate, monitor, and document natural resource conditions related to riparian areas, stream function, vegetation, and habitat.

#### 25% – Implementation

- Plan, organize, and coordinate the implementation of riparian and stream restoration projects, including planting, bio-engineered structures, livestock exclusion, and related habitat improvements.
- Coordinate construction and installation activities in the field and work closely with contractors, crews, and partners to ensure projects are completed safely, efficiently, and according to specifications.
- Apply for and support required permits associated with riparian and in-stream work and ensure compliance with applicable regulations.
- Collect and analyze field data and ensure project implementation aligns with applicable conservation standards and program requirements.

#### 15% – Education and Outreach

- Support and participate in education and outreach activities that promote riparian restoration, watershed health, and voluntary conservation practices.
- Assist with development of informational materials, field tours, workshops, and demonstrations in coordination with partner agencies and conservation districts.
- Engage landowners, community members, and partners through meetings, site visits, and field-based outreach activities to increase awareness and participation in conservation programs.

#### 10% – Grant Assistance

- Assist with grant research, development, writing, reporting, administration, and compliance related to riparian and habitat restoration projects.
- Maintain accurate grant documentation and support contract and reporting requirements for grant-funded projects.

#### 5% – Other

- Perform other related duties as required.
- Coordinate and supervise volunteers and seasonal staff during field and monitoring activities.

- Maintain proper use and condition of District equipment during field work and monitoring activities, including completing minor repairs and routine maintenance.

#### **Knowledge, Skills, Abilities, or Competencies**

- Proficient in office software, including databases, spreadsheets, document management, email, and scheduling tools.
- Strong interpersonal and communication skills, both oral and written, with the ability to work effectively with landowners, contractors, partners, and agencies.
- Understanding of the District's strategic plan, mission, structure, and policies.
- Experience assessing riparian, stream, wetland, and watershed conditions using field observations, data collection methods, and applicable assessment tools or models.
- Knowledge of riparian ecology, stream processes, and watershed function, including vegetation dynamics, sediment transport, and habitat conditions.
- Working knowledge of riparian restoration practices, including planting techniques, bank stabilization, livestock exclusion, and in-stream bio-engineered structures.
- Familiarity with permitting requirements and regulatory processes related to riparian and in-stream work.
- Skills in organizing and expressing ideas clearly in oral and written communication.
- Strong Customer Service Orientation – the desire and ability to provide responsive, professional, and practical assistance to landowners and partners in accordance with District processes and procedures.
- Ability to analyze complex natural resource and site-specific issues and develop practical, implementable solutions.
- Ability to analyze complex issues, conduct thorough and appropriate fact-finding inquiries, reason logically, and articulate sound solutions.
- Ability to understand and align work with organizational priorities and program goals.
- Ability to maintain confidentiality, to the extent allowed by law.
- Capacity to establish and maintain effective working relationships with stakeholders, including private landowners, agricultural producers, contractors, and regulatory agencies.
- Ability to utilize communication tools, including email and social media platforms, to support outreach, education, and information sharing related to conservation activities.
- Commitment to promoting diversity, equity, and inclusion within the workplace and when working with the public.
- Ability to manage multiple tasks effectively and adapt to changing field conditions and priorities.
- Demonstrated ability to effectively operate standard office equipment, including computers, phones, and electronic messaging systems.

#### **Physical Requirements:**

- Lift/Carry frequently: Over 50 lbs.
- Pull/Push frequently: Over 50 lbs.
- Bend: Frequently
- Twist: Frequently
- Squat: Frequently
- Climb: Frequently
- Kneel/Crawl: Frequently
- Reach/Reach Overhead: Frequently
- Finger Dexterity/Fine Manipulation: Continuously
- Sit: Frequently
- Drive: Frequently

#### **Unique Vision Requirement:**

N/A

#### **Work Setting:**

This position includes a combination of office-based and field-based work. Office duties involve project planning, coordination, documentation, reporting, and administrative tasks, while fieldwork includes site visits, project oversight, and hands-on support for conservation project implementation, including checking on field crews and assisting with implementation activities. Work includes local and occasional out-of-town travel for site visits, trainings, meetings, and

project coordination, with occasional extended hours, including some Saturdays, as needed. Fieldwork may be labor-intensive and can include hiking over uneven terrain, wading in streams, carrying equipment, and working outdoors in varying weather conditions.

**Unique Work Conditions:**

- Extreme Temperatures: Occasionally
- Fumes/Odors/Mists/Dusts: Occasionally
- Confined Areas/Spaces: Occasionally
- Potential Hazards Exposure: Occasionally
- Other Working Conditions: Subject to both indoor and outdoor environmental conditions.

**Equipment Utilized:**

- Desktop computer literacy, including proficiency with Microsoft Office applications.
- Basic office equipment (telephone, printer, photocopier).
- District vehicles and trailers.
- Various power tools (e.g., drills, saws).
- Mowers, weedwhackers, other landscaping equipment.

**Please Note:** The employee must demonstrate the ability to perform the essential functions of the position, with or without accommodation.

**ACKNOWLEDGMENT:**

This position description describes the essential functions and qualifications for the position. This document does not exclude an opportunity for modifications consistent with providing reasonable accommodation. This position description is not a contract.

**BENEFITS:**

After a successful completion of a 6 month probationary period, Whitman Conservation District offers benefits for regular employees that include:

Medical/dental/vision, basic life and long-term disability insurance through the Washington State Public Employees Benefits Board (PEBB)

- 100% of the premium cost for the employee is covered by WCD
- 50% of the premium cost for spouse and dependents is covered by WCD

Retirement through the Washington State Department of Retirement Systems (DRS)

o Optional participation in the Deferred Compensation Plan (DCP)

12 days paid annual leave per year

13 paid holidays

80 hours annual Sick Leave.

Employees are eligible for full-time benefits after a 6-month probationary period.

**TO APPLY**

Please visit our [web page](#) to fill out a job application.

Send a cover letter and resume to the district manager at [jlarsen@whitmancd.org](mailto:jlarsen@whitmancd.org).