



# Spokane Conservation District

## Position Description for

### Stewardship Crew Leader

Full-Time Seasonal, At-Will, Non-Exempt status; Pay Rate: \$24/Hr.

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The **Stewardship Crew Leader** serves as the coordinator for the development and implementation of the Hangman Creek Riparian and Restoration Pilot Program. The position's focus is to establish and maintain riparian buffer implementation along the mainstem and tributaries within the Hangman Creek Watershed. This position reports to the Spokane Conservation District (SCD) Water Resources Department Manager. It requires excellent communication skills in working with private landowners in a non-regulatory environment. Applicant should have knowledge of vegetation planting techniques, herbicide application, weed management, and other conservation practice implementation.

Must be able to hike for extended periods and carry equipment over rough terrain, at times in inclement weather conditions. General Requirements: B.S. or associate degree in natural resources or closely related field and/or min. three years of experience working in natural resources and leadership roles. View job description below.

#### General Description

The **Stewardship Crew Leader** performs many roles and is the key to our Hangman Creek Pilot Program's success. As the leader, you are expected to provide project expertise and offer mentorship, training, and support to 4-5 Stewardship Crew Technicians. The position is multi-faceted and demanding. Successful candidates will demonstrate resourcefulness, situational flexibility, effective communication skills, excellent judgement, maturity, initiative, professionalism, and the desire to devote themselves to a crew experience where the needs of others are placed above oneself. The **Stewardship Crew Leader** position requires, mentorship, patience, technical aptitude, focus on efficiency, and a high level of comfort in the outdoors. The **Stewardship Crew Leader** is ultimately responsible for successes and shortcomings of the crew and the project plantings.

#### Supervision

This position will be joined by an Assistant Crew Leader, a position focusing on the continued development of leadership skills. While this will be a collaborative relationship, the **Stewardship Crew Leader** bears ultimate responsibility for team development, as well as high quality and high quantity project accomplishments for the SCD.

The Stewardship Crew Technicians will focus specifically on vegetation management including manual, chemical, and mechanical removal of invasive plant species, mowing, tree planting, and other practices relating to the continuing health of the ecosystem and native flora and fauna.

The Crew Leader is expected to uphold safety protocols and regulations required by the SCD to ensure all members are adhering to said guidelines. The Crew Leader will also be responsible in mentoring, training, and fostering a healthy team environment for each member.

The crew structure will be 1 Crew Leader, 1 Assistant Crew Leader, and 4 Crew Members.

### **Work Schedule:**

This position will operate on 4-day/10-hour shift with scheduled time for breaks. While the staff should work to provide consistency throughout the season, personal flexibility is expected and should be prepared for when entering the term as schedules, times, and work locations are subject to change per project needs. This position is classified as Non-Exempt under the Fair Labor Standards Act (FSLA).

**Period of Service:** Spring to Fall. Position will most likely work Monday – Thursday, some weekend and holiday work may be required. Applicant must be available for the entire season; start and end dates can be flexible on an individual basis.

### **Duties and Responsibilities**

- 1-2 years of experience in working with conservation programs.
- Willingness to commit fully to the program and its mission.
- Physically fit and able to work long days in adverse conditions.
- Techniques in planting/maintenance experience.
- Leadership experience with young adults.
- Excellent organizational & communication skills.
- Able to demonstrate strong project management skills.
- Strong time-management skills and ability to work independently as well as with others.
- Ability to effectively and efficiently manage all aspects of crew life and production.
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- Must be adaptive, patient and able to maintain a positive perspective.
- Must be 21+ years of age.
- Other duties as outlined by Water Resources Department Manager.

### **Preferred Qualifications:**

- Background with experiential and/or environmental education.
- Current and relevant certification in Wilderness Medicine (WFA, WAFA, WFR) with CPR/AED.
- Current WA State Commercial Applicators License
- Facilitation and team-building experience with diverse groups of people.
- Desire to work on a variety of conservation-based projects.
- Strong conflict resolution skills.
- Sense of humor, spirit of adventure, and desire to make a positive difference and promote leadership in others.

### **Participant Essential Eligibility Requirements:**

Essential eligibility requirements for the program must be met. If you are unable to meet certain requirements, we may be able to assist you with some modification unless it alters the fundamental nature of the program, compromises the health and safety of participants or staff, or places an undue financial or administrative burden on the organization. These requirements are written the same for all positions and therefore may not apply directly to your position.

- Frequently required to walk, hike, sit and talk or listen.
- Regularly lift and/or move up to 50 pounds.
- Specific vision abilities required by the job include close vision and the ability to focus.
- Valid WA State Driver's License to drive required SCD vehicles.
- Capable of operating power tools, machinery, and vehicles (mowers, 50 HP tractor, ATV, sprayers, etc).
- Must be able to speak, understand, read, and write English.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Leadership & Mentorship**

- Manage, supervise, and lead the day-to-day details of project work.

- Implement skills training on worksite and facilitate intentional discussions via informal lessons to contribute to the crew's personal growth and group dynamics.
- Promote individual team member development and a healthy, supportive community.
- Create a substance free work environment, refraining from the use of tobacco products, alcohol, and illegal drugs.

### **Project Management & Implementation**

- Train and motivate a crew of 4-5 adults to complete conservation projects efficiently on private lands.
- Delegate project work & investment among co-leader and crew.
- Manage on-the-ground quality and quantity of project work.
- Think critically to resolve issues and solve problems.
- Communicate effectively & coordinate logistics with project partners, co-leader, & SCD staff.

### **Safety & Risk Management**

- Monitor, manage, and promote the crew's physical safety on and off the work site.
- Exhibit strong situational awareness & promote a culture of safety.
- Transport crew and equipment safely in SCD vehicles with trailers.

### **Administration**

- Complete professional documentation of time sheets, daily and weekly project reports, safety checklists, crew member and peer evaluations, disciplinary action forms, incident reports, emergency response plans, and submit in a timely manner.
- Responsible for all project related outcomes and deliverables.

### **Safety and Judgement:**

- Effectively communicate danger to others in the form of either a warning of danger others may be encountering or a notification of personal distress, injury or need for assistance.
- Effectively perceive, understand and follow direction by others so that you will be able to successfully execute appropriate and perhaps unfamiliar techniques to manage hazards. These directions may be given before the hazard is encountered or may need to be given during exposure to the hazard.

- Stay alert and focused for several hours at a time while traveling and working in varied weather conditions.
- Perceive and comprehend significant and apparent hazards, including those hazards previously identified by others.
- Respond appropriately to stress or crises.
- If taking prescription medications, participants must be able to maintain proper dosage by self-medicating without assistance from others.
- Monitor, manage, and promote the crew's physical safety on and off the work site.
- Exhibit strong situational awareness & promote a culture of safety.
- Transport crew and equipment safely in SCD vehicles with trailers.

**Please fill out SCD Application form and return either through mail or email. If you have any questions, please call (509) 535-7274 ext 224 (Walt Edelen).**

Walt Edelen  
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Spokane Conservation District  
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Spokane Valley, WA 99212

Or

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All programs and services of the Spokane Conservation District are offered on a nondiscriminatory basis, without regard to race, color, national origin, religion, sex, marital status or disability.

Revised 3/2023