



Cape Cod
Conservation
District

303 Main Street, West Yarmouth, MA 02673
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Salt Marsh Restoration Project Manager

Job Title: Salt Marsh Project Manager

Location: Hybrid, West Yarmouth, MA NRCS-CCCD office and remote

Number of Positions: 1, Full-time (40 hours per week)

Salary: \$65,000-\$80,000 annually, based on qualifications and experience

Benefits: include health insurance, paid vacation and sick time, employer retirement contribution

Application Deadline: When filled

The Cape Cod Conservation District (District) in West Yarmouth, MA seeks qualified applicants for a full-time Salt Marsh Restoration Project Manager position. The Project Manager will work with all fifteen (15) Cape Cod towns and other partners to plan and implement multiple salt marsh restoration projects under the USDA Natural Resources Conservation Service (NRCS) Cape Cod Water Resources Restoration Plan (Cape Plan)

(see <http://www.ma.nrcs.usda.gov/programs/CCWRRP/>).

The Salt Marsh Restoration Project Manager will help coordinate all aspects of salt marsh restoration project development and implementation under the NRCS Cape Cod Plan, as implemented by the Towns in cooperation with the Cape Cod Conservation District. This coordination includes providing technical assistance directly to all 15 Cape Cod towns, NRCS and other project partners. The position will be administered and supervised by the District Program Manager with support from USDA NRCS staff. The Salt Marsh Restoration Project Manager will report directly to the District Program Manager.

Duties and Responsibilities:

1. Coordinate and provide technical assistance to the District, all Cape Cod Towns and NRCS on the implementation of salt marsh restoration and other restoration projects from conceptual designs to approved engineering construction plans, including inspectional services.
2. Coordinate and provide technical assistance to the District, Towns and NRCS to the bidding process for project construction and development of construction specifications for salt marsh restoration projects.
3. Coordinate and provide technical assistance to Towns and NRCS for the evaluation, prioritization and selection process for salt marsh restoration projects.
4. Evaluate new potential restoration projects for the Cape Cod Water Resources Project.
5. Conduct and/or oversee completion of field work and data collection required for

assessment, development, implementation, and monitoring of assigned projects.

6. Conduct site visits at identified salt marsh restoration projects and maintain an electronic narrative and photographic file for each location, to be used for public information and progress reporting purposes.

7. Provide project leadership of specific projects accepted in agreements between NRCS and sponsor towns, including managing project contracts, budgeting, reporting and site management during construction.

8. Represent the District and other project partners at public forums with verbal communications and prepared presentations.

9. Identify and coordinate project partners and activities.

10. Manage all technical aspects of CCCD technical services contracts and ensure successful contractor performance of scopes of work and production of quality deliverables.

11. Present project proposals to abutters, town officials, as well as local, state, and federal regulatory authorities.

12. Maintain accurate project digital and paper files and records, including project funding spreadsheets, project management tracking database, and GIS assets.

13. Provide project information and reports to facilitate CCCD processing of technical assistance contracts and compliance with federal and state reporting requirements.

14. Assist Towns in securing non-Federal funds for use as local match.

Qualifications:

MINIMUM REQUIREMENTS: Applicants must have at least (A) four (4) years of full-time, or equivalent part-time, professional, or technical experience in the fields of wetland ecology, marine science, environmental science, or natural resource conservation and management, of which (B) at least two (2) years must have been spent in a professional capacity, or (C) any equivalent combination of the required experience and the substitutions below.

1. A Bachelor's degree with a major in biology, marine science, environmental science, or natural resource conservation and management, may be substituted for a maximum of one (1) year of the required (A) experience.

2. A Graduate degree with a concentration in wetland ecology, marine science, environmental science, or natural resource conservation and management, may be substituted for a maximum of two (2) years of the required (A) experience.

3. Excellent written and oral communication skills, with strong attention to detail. Strong interpersonal skills and proven ability to work with a variety of people/demographics.

4. Professional experience in project management, including developing work plans, coordinating partners, managing budgets, and managing consultant services contracts.

Other Requirements:

- Possession of a current and valid Massachusetts Class D Motor Vehicle Operator's License.
- The position will require adequate physical conditioning to participate in active field work that will occasionally include adverse environmental conditions.
- Occasional requirements to attend evening and/or weekend meetings and to attend scheduled events outside of normal working hours.

Preferred Qualifications:

1. A Master's degree in wetland ecology, environmental science, marine science, environmental science, or natural resource conservation and management with three (3) or more years of professional experience with wetland and/or other aquatic habitat restoration (especially coastal), wetland ecology, marine biology and/or hydrology.
2. Extensive wetland and habitat restoration field experience, including the ability to identify aquatic habitat stressors and potential restoration treatments.
3. Experience in coastal wetland habitat monitoring and data collection, analysis, and reporting for parameters including vegetation, salinity, nekton, and tidal hydrology.
4. Extensive wetland project management experience, including developing project plans, coordinating project teams, preparing budgets, developing public support, preparing scopes of work, managing consultant contracts, obtaining funding, complying with regulations, coordinating interagency activities and deliberations, managing construction, and facilitating public outreach & education.
5. Solid knowledge and work experience with environmental permitting at local, state, and federal levels (Massachusetts experience is a plus).
6. Environmental planning experience, including collection, synthesis, and evaluation of planning data such as historic maps and remotely sensed imagery and LiDAR data.
7. Experience interpreting, reviewing, and commenting on hydrologic calculations and models, and engineering site plans and specifications, including elements such as elevations and datums, resource delineations, dewatering, erosion controls, construction staging and sequencing, and overall best management practices.
8. Experience and full competency with MS Office, including PowerPoint and Excel. Excellent all-around computer skills with an emphasis on data management and use of GIS software (ArcMap) as well as GPS hardware and software.
9. Ability to work effectively in a collaborative team environment on multiple tasks with varying deadlines. Ability to work independently and with self-initiative, while having a keen sense of

when to ask questions and seek input. Excellent written and verbal communications. Must be a team player with strong leadership and interpersonal skills and a proven ability to motivate and persuade others.

10. Experience in successful grant writing, grant administration and reporting.
11. Ability to interpret and review civil engineering plans and technical specifications.
12. Knowledge of the chemical, physical, and biological properties and processes of coastal wetland systems.

How to Apply:

Application deadline: When filled

Submit a cover letter, resume and three (3) references – digitally in PDF or MS Word format (PDF preferred) – to:

Cape Cod Conservation District

Attn: Salt Marsh Restoration Project Manager

Email address: capecodconservationdistrict@gmail.com

Hard copy applications via regular mail will be accepted if digital submittal is not possible for an applicant. The mailing address is:

Cape Cod Conservation District

Attn: Salt Marsh Restoration Project Manager

303 Main St.

West Yarmouth, MA 02673

The Cape Cod Conservation District serves the citizens of Barnstable County, Massachusetts in helping to address the resource concerns of its soil, water and other resources, and is a subdivision of state government (see www.capecodconservationdistrict.com).