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www.capecodconservationdistrict.com

Stormwater/Shellfish Project Manager

Job Title: Stormwater/Shellfish 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 Stormwater/Shellfish Restoration Project Manager position. The Project Manager will work with all fifteen (15) Cape Cod towns, MA Division of Marine Fisheries (DMF) Shellfish Division, Barnstable County Marine Dept. and other partners to plan and implement stormwater remediation 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 Stormwater/Shellfish Project Manager will help coordinate all aspects of stormwater Best Management Practices (BMPs) development and implementation, (including coordinating the policies of the Massachusetts *DEP Stormwater Regulations*) 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 Stormwater/Shellfish 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 stormwater remediation 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 in compliance with NRCS stormwater guidelines.
3. Coordinate efforts with Towns and DMF Shellfish staff to carry out statutory and regulatory requirements for stormwater management in Massachusetts, as needed.

4. Coordinate and provide technical assistance to Towns and NRCS for the evaluation, prioritization and selection process for stormwater treatment projects that impact shellfish growing areas. Examples of shellfish priority areas are bivalve farming, recreational and commercial harvest areas, aquaculture grow-out areas and depuration sites.
5. Conduct field assessments of potential improvements to bivalve shellfish habitat as part of the site selection process.
6. Conduct site visits at identified shellfish restoration projects for the Cape Cod Water Resources Project and maintain an electronic narrative and photographic file for each location, to be used for public information and progress reporting purposes
7. Conduct project leadership of specific projects accepted in agreements between NRCS and sponsor towns, including managing project contracting, budgeting, reporting and site management during construction.
8. Establish and maintain on-going relationships with the MA DMF Shellfish Division in New Bedford and each Barnstable County DMF shellfish biologist. An important component of this relationship is maintaining communication and information sharing with DMF on the National Sanitary Survey Program which monitors bacterial concentrations in shellfish classified waters.
9. Represent the District and other appropriate project partners (Towns, NRCS County Coastal Resource subcommittee, DMF, etc) at public forums with verbal communications and prepared presentations.
10. 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 shellfish biology, 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 fisheries/shellfish biology, 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 shellfish biology, marine science, environmental science, or natural resource conservation and management with three (3) or more years of professional experience with shellfish biology, management and restoration OR a Bachelor's degree with at least five (5) years of professional experience.
2. Knowledge and experience with Stormwater BMPs and Massachusetts regulatory and permitting requirements
3. Knowledge and experience with the life history and aquaculture practices of bivalve shellfish species.
4. Knowledge of the principles and practices of bivalve shellfish biology including experience in methods for collecting marine water quality sampling tests and interpreting the data.
5. Knowledge of marine flora and fauna of Cape Cod, including the Gulf of Maine and Nantucket Sound.
6. Experience with the methods and software used to for data entry and the preparation of charts, graphs and tables, including competency with Microsoft Office and GIS software.
7. Ability to interpret and apply in a professional capacity the policies, procedures, guidelines, laws, rules and regulations governing DMF shellfish statutory and regulatory responsibilities.
8. Ability to evaluate physical and biological data related to shellfish populations and habitats in order to draw conclusions on potential restoration projects and make appropriate recommendations based on scientific data and principals.
9. Demonstrated ability with written and verbal communications, including the preparation of general and technical reports, and giving professional presentations in public forums.
10. Demonstrated professional versatility to work well with DMF staff and other partners during collaborations on restoration project development, while also working independently to

meet deadlines on multiple assigned tasks.

11. Experience with Massachusetts town government and permitting processes.
12. Experience in successful grant writing, grant administration and reporting.
13. Ability to interpret and review civil engineering plans and technical specifications.

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: Stormwater/Shellfish 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: Stormwater/Shellfish 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).