

Baker District Recreation Trails Steward, Natural Resource Specialist 2 (NRS2)

Salary

\$51,588.00 - \$69,396.00 Annually

Location

Skagit County - Sedro Woolley, WA

Job Type

Full Time - Permanent

Job Number

2024-6-2410-06986

Department

Dept. of Natural Resources

Opening Date

06/14/2024

Closing Date

7/18/2024 11:59 PM Pacific

Salary Information

The high end of the salary range, Step M is typically a longevity step

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Description



Baker District Recreation Trails Steward, Natural Resource Specialist 2 (NRS2)

Recruitment #2024-6-2410

Full-time, Permanent, Represented position

Location flexibility may be available and considered: Northwest Region- Sedro Woolley or Bellingham, WA

Partial Telework flexibility may be available and considered

Salary: \$4,299.00 - \$5,783.00 Monthly

The salary range listed includes a general wage increase of 3% for all state employees effective July 1, 2024.

Review of applications is ongoing. We reserve the right to make a hiring decision or close this recruitment at any time after 6/27/24. It is in your best interest to submit materials as soon as possible.

Want to join something GREAT and make a difference?

The Department of Natural Resources (DNR) has an exciting opportunity within our Northwest Region. Are you someone who has excellent organizational skills, can manage multiple tasks and projects at the same time, appreciates the importance of good communication and follow-up, and enjoys working outdoors? Do you want to work with a great group of hard working and dedicated employees, contractors, stakeholders, and volunteers who build and maintain non-motorized multi-use trails, trailheads, and facilities in northwest Washington? If so, this is the position for you!

Baker District is actively seeking a **Recreation Trails Steward**. The varied terrain and challenging issues create a dynamic work environment. The passionate and engaged recreationists who visit Baker District create an atmosphere of collaboration and support, with ample learning opportunities, as well as fun while meeting complex challenges in trail and trailhead design, construction, and maintenance. The Baker Recreation Trails Steward position provides maintenance and operations supervision, expertise, and leadership on DNR uplands managed for our trust beneficiaries in beautiful Northwest Region. Sustaining long-term ecosystem protection and productivity is achieved through skillful and thoughtful assessments and proactive implementation of recreation standards to manage and enhance public use while assessing and correcting areas of concern on heavily used landscapes. This position helps Northwest Region and the Baker Recreation Development Manager achieve standards for public use on district landscapes through on-going site evaluations and maintenance, independent and team oriented decision making, planning out work schedules and coordinating volunteer and contract work parties. The incumbent provides field expertise for the district's recreation program, including construction and installation of infrastructure, maintenance of facilities, scheduling of volunteers, assistance with event permitting and management and decommissioning of unsanctioned trails, repair and clean-up of vandalism, and the oversight of Washington Conservation Corps (WCC) crew projects within an assigned geographic area. In addition, the incumbent assists the recreation maintenance manager with applications for grant funding, including presentations and expenses tracking. This position operates under a multitude of DNR policies and Washington State laws including the Habitat Conservation Plan (1997), Policy for Sustainable Forests (2006), relevant WAC's, and the Multiple Use Concept (RCW 79.10.120).

This position mainly works in Baker District which is located in Whatcom Co. and northern Skagit Co. in the beautiful Cascade Mountain foothills. Sedro Woolley is a growing community where logging and high tech come together, maintaining a robust economy and high quality of life. Bellingham is less than an hour away and Seattle is less than two hours away. Have the best of both worlds by enjoying the outdoors near the Salish Sea and the Cascade Mountains, while having all the options of larger cities close by.

In this position you will interact with professionals having diverse talents and skillsets. You will have the opportunity to work frequently with other recreation professionals, engineers, foresters, wildlife biologists, GIS professionals, geologists, and heavy equipment operators, to name a few. The DNR and Northwest Region have an amazing recreation team who provide support and collaboration. Collaboration is one of our agency's core goals and it is our belief you will benefit by learning while working side by side with others in these fields and other fields as they learn from you.

Duties

Responsibilities:

Provide project management for trail and infrastructure development, improvement and repair. This includes planning, coordination, and supervision of work parties to build, improve and repair trail systems, trail heads and infrastructure like bridges, kiosks and covered shelters in developed recreation areas. Tracking expenses and budget allocations are required.

Tasks include:

- Research, analyze, assess, and provide recommendations for the needs of recreational infrastructure, including evaluating safety of current infrastructure and environmental impacts for decisions to improve/repair or to delay work. Consult with region and division staff and make informed recommendations for the recreation program. Schedule and implement construction, repairs and maintenance as needed.
- Create and implement a plan for the decommissioning of unsanctioned recreational infrastructure, including outreach to organized user groups and the public.
- Coordinate planning efforts to improve and enhance the trail systems and trail heads at developed recreation sites. This includes communicating/coordinating with unit foresters as timber sales are planned and active timber operations occur across these working forest landscapes, serving as a point of contact between timber operations and the recreating public. Also includes communicating/coordinating with stakeholder groups for current and future needs.
- Take the lead in assessing complex issues and problem areas associated with public use, identify solutions, and seek funding to resolve concerns, as needed. Communicate to higher level managers and complete documentation for damage and coordinate with appropriate staff (including LEOs) to resolve issues. Schedule and implement repairs and maintenance as needed.

Provide grant development assistance under the guidance of the district's recreation development manager.

Tasks include:

- Analyze, plan, draft, review, and complete grant applications as part of a team. Create documentation including SEPA, maps, project specifications,

and graphics, etc. to meet grant application requirements. Compile, review, and edit project information needed to complete grant applications. Effectively communicate with division grant coordinator and other division staff to successfully complete grant applications.

- Create and present, as part of a team, the district's formal grant applications.
- As a project manager, implement the awarded grants. This includes planning for permits, overseeing implementation, contract compliance as needed, and tracking volunteer match for grants.
- Ensure projects comply with grant agreement requirements and timelines.

Follow standards and track needs and accomplishments for the maintenance of recreation facilities.

Tasks include:

- Oversee the maintenance of developed recreation facilities and infrastructure within the assigned geographic area, utilizing all available resources. Plan for current and future needs.
- Comply contracts for sanitation services on developed recreation sites and ensure proper sanitation for expected use.
- Ensure safe public access to facilities and trails and maintain and/or improve their condition in a sustainable manner.
- Communicate and collaborate with other recreation and state lands staff, sharing information, resources, and equipment, in support of public use and overall program development.
- Complete documentation for damage and communicate to appropriate staff (including LEOs). Schedule and implement repairs and maintenance as needed.

Supervise work crews and volunteers work parties.

Tasks include:

- Oversee WCC or other contracted resources and volunteer work parties as necessary to complete projects.
- Maintain safe working environment for self, crews, and volunteers.
- Enforce agency safety guidelines as well as L&I and OSHA rules related to employee and volunteer activities in the workplace.

Develop and foster collaborative partnerships with diverse internal and external stakeholders to find creative and innovative solutions. Represent the department's interests when interacting with the public where there are sensitive, complex issues, including timber harvest activities. Act as the department's representative in reacting to constituent or business partner inquiries.

Tasks include:

- Build and facilitate public/private partnerships with regional recreational and outdoor interest groups. Work collaboratively with local recreation groups on common issues and programs. Provide information and education to groups about the department and its programs and issues.

- Create and coordinate the distribution of recreation information to the public through the development and placement of signage and brochures, outreach messages to user groups, and broadcast of information using agency communication staff.

Collaborate with foresters as timber sales are planned and active timber operations occur across these working forest landscapes, serving as a point of contact between timber operations and the recreating public.

Qualifications

Required Qualifications:

- Bachelor's degree in environmental science, recreation management, natural resources, forestry, social science, or closely related field AND one full season (at least three month) of experience focused on recreation management and user education and outreach;
OR an equivalent combination of education and/or experience.
- Ability to communicate effectively both orally and in writing.
- Ability to plan and prioritize work.
- Ability to prepare written reports, memos, forms records and field notes.
- Position Specific Competencies:
 - Dedication to a Safe Workplace
 - Communications Effectiveness.
 - Team Leadership
 - Customer Focus
- DNR Core Competencies:
 - Personal Accountability
 - Value Others
 - Compassionate Communication
 - Inspire Others
 - Commitment to Excellence

Special Requirements and Conditions of Employment:

- Office 15%, Field 85%. Position's assigned duty station is the Northwest Region office in Sedro Woolley. In the field, incumbent may perform the duties of the job in uneven and broken terrain, bad weather, and under strenuous physical conditions.
- Travels extensively throughout the district to access worksites, sometimes throughout the region and occasionally to Olympia or other portions of the state for trainings, meetings, grant billings, etc.
- A valid unrestricted driver's license and have two years of driving experience. This position requires driving as an essential function. Finalists and/or interview candidates will be asked to provide a driving record from all states in which they have held a license during the past three years.
- Obtaining a WSDA Pesticide Applicators License for trail and trailhead maintenance and noxious weed control may be required.

Desired Qualifications:

- Experience working collaboratively with multiple DNR programs and other agencies or similar experience collaborating with multiple groups.
- Experience working collaboratively with volunteers, user groups, and the general public on natural resources related recreation.
- Working knowledge of forest management activities and State trust land responsibilities.
- Experience in public outreach and education.
- Ability to use word processing, spreadsheet and presentation software.
- Working knowledge of GPS system and basic GIS principals.
- At least two years' experience supervising and evaluating employee or work crew performance.
- Ability to provide presentations to public, other agency staff.
- Knowledge of power tool usage and other common trail maintenance equipment.
- Ability to prepare project cost estimates for supplies and resources, and supervise WCC and other contract crews.
- At least two years' experience working with forest-based land-use policy and recreation-use policy and rules.
- Examples are SEPA, Forest Practices Rules, HCP, PSF, etc.
- Fluency in current word processing, spreadsheet, and presentation software.

Don't let doubts stop you from applying for this position - If you have any questions about the required qualifications or how your past experience relates to them, please contact us at DNRrecruiting@dnr.wa.gov. A note to potential candidates: Studies have shown that women, trans, non-binary, and Black, Indigenous, and people of color (BIPOC) are less likely to apply for jobs unless they feel they meet every qualification as described in a job description. We value diversity and inclusion in our organization, and we are looking for the best person for the job. Don't hesitate to apply!

Supplemental Information

Application Requirements:

- **Apply online:** at www.careers.wa.gov (Click on the APPLY button above).
- **Letter of interest:** describing your specific qualifications to the position and position required, desired, and special requirements.
- **Resume:** that details your experience and qualifications.
- **References:** at least three professional references with current telephone numbers— you may attach a document, use the References text field in the online application, or include it with your resume.
- **Important:** Do not attach any documents that include photos or private information (social security number, year of birth, etc.).
- **Complete all supplemental questions.**
- Candidates who move forward in the recruitment process may be contacted via email at info@governmentjobs.com with interview information/scheduling

instructions. Please monitor the email listed in your application materials and check your junk email folder to ensure you receive those communications.

Questions? Please contact Hyden McKown at hyden.mckown@dnr.wa.gov or e-mail us at DNRrecruiting@dnr.wa.gov

For persons needing accommodation in the application/testing process or this job announcement in an alternative format may call (360) 522-2500 or email DNRrecruiting@dnr.wa.gov. Applicants who are deaf or hard of hearing may call through the [Washington Relay Service](#) by dialing 7-1-1 or 1-800-833-6384.

About the Department of Natural Resources (DNR).

At DNR we approach our work through the lens of making Washington a better place environmentally and are dedicated to serving Washington's lands and communities through diversity, equity, and inclusion.

Our Vision – Our actions ensure a future where Washington's lands, waters, and communities thrive.

Our Mission – Manage, sustain, and protect the health and productivity of Washington's lands and waters to meet the needs of present and future generations.

Our Core Values:

- Safety and Well-Being —Our top priority is the safety of the public and our employees.
- Public Service —We value and respect the public we serve, and we value and respect the people of the Department of Natural Resources who step up to serve.
- Innovation and Creative Problem-Solving — We solve our state's most pressing challenges through innovative thinking, dedication, and bold and creative vision.
- Leadership and Teamwork —We are committed to building leaders at all levels and building teams for success.

DNR provides excellent benefits, a few of which include:

- Commitment to organizational health and wellness
- Work/life balance
- DNR Employee Resource Groups (Diversity, Equity and Inclusion Council, Women's Employee Resource Group, Veterans Employee Resource Group, etc.)
- Statewide Employee Business Resource Groups, [visit here to learn more](#)
- Leadership that empowers and supports employees
- Professional development opportunities
- Educational and career development aid
- Public Service Loan Forgiveness Eligibility
- Opportunities to participate in wildland fire suppression assignments
- A comprehensive benefits package that includes employer contributions toward health insurance, paid holidays, retirement plans, sick leave, and vacation days. Visit <http://careers.wa.gov/benefits.html> for more information.

Additional Information:

This recruitment may be extended and may also be used to fill future similar vacancies for up to sixty (60) days.

DNR does not use the E-Verify system. For more information, please visit www.uscis.gov.

Veterans wishing to claim Veteran's preference please attach a copy of your DD-214, NGB-22, or other verification of military service. Please black out your social security number prior to attaching it. We thank you and are grateful for your service!

Equal Opportunity Employer: The Washington State Department of Natural Resources is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation, and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, veterans, military spouses or people with military status, and people of all sexual orientations and gender identities are encouraged to apply.

Once you submit your online application, you can check your status by logging into your account. If you experience technical difficulties creating, accessing or completing your application call NEOGOV toll-free at (855) 524-5627 or email CareersHelp@des.wa.gov.

Check us out on: [DNR's website](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [YouTube](#) | [WordPress](#)

Agency

State of Washington

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