Position Opening

POSITION: Ecological Reserves Project Manager (Current CSE Employees Only)
STATUS: Full-time / Benefitted / Non-exempt
COMPENSATION: $29.00 - $33.00 per hour
DEPARTMENT: Big Chico Creek Ecological Reserve
LOCATION: Big Chico Creek Ecological Reserve and other contract work sites
RECRUITMENT ID: 066

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RESIDENCY: Candidate must be a California resident. Chico State Enterprises is not a sponsoring agency for staff and management positions (i.e. H-1B Visas).

ESSENTIAL JOB FUNCTIONS: The Ecological Reserves Project Manager develops and manages innovative projects and programs for purposes of natural resource preservation and enhancement, education, research, and community outreach.

SUPERVISES: Facilities and Operations Coordinator, Crew Supervisor, Land Stewards, students, interns and volunteers.

Under the direction of the Ecological Reserves Executive Director, responsibilities include, but are not limited to:

Administrative (40%)
- Develops and manages annual budget in coordination with the Ecological Reserves Executive Director
- Oversees and assists the Facilities and Operations Coordinator in all facilities and operations
- Manages financial processes and payroll of field crews.

Programmatic (50%)
- Manages projects to ensure compliance, intended outcomes, and future funding
- Develops standard operating procedure and protocols for operational safety and outcomes
- Assists in managing and assuring compliance with all environmental permits and regulations governing Reserve activities
- Oversees all day-to-day operations of field crews
- Serves at the programs Safety Officer responsible for the Reserves safety program.
- Oversees and assists the Facilities and Operations Coordinator to continually evaluate projects and activities for risk and implements and documents procedures to avoid or minimize impacts

Maintenance (10%)
- Oversees the maintenance of vehicles, equipment and facilities
- Oversees restoration field activities and occasionally performs field work including invasive plant eradication and fuels management
- Assists and oversees all prescribed burns and pile burns
EMPLOYMENT STANDARDS:

- Requires a Bachelor’s degree in biology, forestry, fire ecology, environmental science or related field, master’s degree preferred
- Understands and can interpret regulations and requirements, maintenance and operational needs, and ecological issues and concerns, an understanding of fire mitigation, fire ecology, and fire regulations preferred
- Takes ownership of problems and their solutions and can provide thorough analysis of issues and justification of recommendations
- Two or more years prior experience performing duties similar to those described above

Physical and Mental Requirements:

- Ability to organize ideas and communicate effectively both orally and in writing to a wide audience including regulators, stakeholders, volunteers, student staff and interns, visitors to the reserves, and faculty and staff
- Able to work with limited supervision and guidance to meet commitments
- Knowledge of and ability to operate power tools and hand tools including chain saws, brush cutters and other small equipment
- Demonstrates ability to develop and maintain constructive relationships with individuals and teams both internally and externally including interactions with difficult individuals
- Ability to manage time and complete tasks independently
- Ability to effectively utilize software systems (Microsoft Outlook, Avenza, etc.)
- Ability to lift/carry up to 50 lbs. unassisted

Environmental Working Conditions:

- The physical environment requires the employee to work both inside and outside in heat/cold, wet/humid, and dry/arid conditions.

COMPLIANCE REQUIREMENTS:

- Candidate must be in possession of valid driver’s license and automobile liability insurance. Participation in the DMV Employer Pull Notice Program (driving record) is required. The candidate will be required to update their insurance with Chico State Enterprises Human Resources when necessary.

BENEFITS:
Benefits for employees working 30 hours or more per week include employer paid life insurance ($50,000) and long-term disability; options for health, dental, and vision insurance; FSA; 14 paid holidays including 1 personal holiday; vacation accrual (initially 10 days/year); sick leave (up to 12 days/year); employer contributions to your 403(b) retirement plan (up to 8%).

HOW TO APPLY:
To be considered, submit the following documents by January 10th, 2024. Documents submitted after this date may not be considered.

- Resume
BY DROP BOX: [https://csuchico.app.box.com/f/da4b3600e12e4356914e06c5e6b36db7](https://csuchico.app.box.com/f/da4b3600e12e4356914e06c5e6b36db7)

BY EMAIL: csejobs@csuchico.edu

Paper applications will not be accepted; however, Chico State Enterprises is an Equal Opportunity Employer and is happy to provide reasonable accommodations to applicants at any step of the application process. If you need assistance in this regard, or are having technical difficulties, please contact the Human Resources office at 530-898-6811 or csejobs@csuchico.edu prior to 5:00 pm on the document deadline date. The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER:

Chico State Enterprises is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Enterprises’ policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work.