POSITION OPENING

POSITION: Project Manager – Open to current Chico State Enterprises employees only
Full-Time / Benefited / Salary / Exempt

RECRUITMENT ID: 738
LOCATION: Big Chico Creek Ecological Reserve (BCCER), Butte Creek Ecological Preserve (BCEP), contracted project sites, and 25/35 Main Street

COMPENSATION: $5,417.00 - $6,250.00 per month

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. They supervise the field coordinator, crew supervisor, land stewards, students, interns, and volunteers. Under the direction of the Ecological Reserves Director, responsibilities include, but are not limited to:

Administrative (40%)
- Develops and manages annual budget in coordination with the Ecological Reserves Director
- Oversees and assists the Field Coordinator in facilitating the Reserve hunt program
- Develops and manages grants and contracts in coordination with the Ecological Reserves Director
- Manages financial processes and payroll of field crews.

Programmatic (50%)
- Develops and implements projects and programs consistent with the Ecological Reserves mission
- Manages projects to ensure compliance, intended outcomes, and future funding
- Assists in managing and assuring compliance with all environmental permits and regulations governing Reserve activities
- Assists in development and implementation of Reserve Management Plan
- Oversees all day-to-day operations of field crews
- Serves as the program's Safety Officer responsible for the Reserve's safety program; ensures compliance with regulations; identifies and responds to safety hazards; develops and conducts regular safety training; reviews and updates all safety-related programs and plans
- Oversees and assists the Field 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, fence repair, road and trail maintenance
- Assists and oversees all prescribed burns and pile burns
- Maintains and updates visitor access sites and information kiosks

EMPLOYMENT STANDARDS:
Qualifications:
- Requires a Bachelor’s degree in biology, forestry, fire ecology, environmental science, or a related field; Master’s degree preferred

DISCLOSURE OF CAMPUS CRIME STATISTICS
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website:
http://www.csuchico.edu/up.

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• 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, RAMS, ArcGIS)
• 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.

Additional Requirement:
• Must possess a valid California driver’s license and a good driving record. Participation in the DMV Employer Pull Notice Program (driving record) will be required.
• Must receive a DOJ/FBI fingerprint clearance (referred to as Live Scan) prior to beginning employment.

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%).

APPLICATION REQUIREMENTS: Application and announcement can be located on our website. In order to be considered, applicants must submit the following:
• Chico State Enterprises application
• Resume


Applications can be submitted:

BY EMAIL: csejobs@csuchico.edu

For questions, please contact Chico State Enterprises Human Resources office:

BY PHONE: (530) 898-6811 or VISIT OUR WEBSITE: http://www.csuchico.edu/cse/

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.

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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. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.