

**TITLE:** Water Resources Maintenance and Fuels Mitigation Specialist

**SUMMARY**

Under general supervision, the Water Resources Maintenance and Fuels Mitigation Specialist assists the department and its Water Resources Program to oversee all aspects of water resources infrastructure maintenance and fuels mitigation along irrigation ditches in the grassland urban interface (GUI). This position understands the system-wide water infrastructure needs on Parks and Open Space lands. The person trusted with this role will plan for and coordinate water delivery infrastructure maintenance activities (such as ditch burning, fuels removals, debris pile removals and invasive plant removals) across the Parks and Open Space land system and lead contractors and/or field crews in ditch maintenance and fuels mitigation activities. This position coordinates with stakeholders such as community members, invasive weeds staff, neighbors, ditch companies, ecological staff, and the fire community to use the latest information and technologies available and to collaborate with others on following maintenance and fuels mitigation strategies and best practices. This position will also look at ways to extend ditch fuels management and mitigation onto private lands associated with ditches. This will involve completing education and outreach efforts geared towards private landowners. The position is overseen by the Water Program Supervisor and may supervise seasonal employees, volunteers, or outside work crews.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Coordinate and conduct inventories and condition assessments. (20%)

- Perform condition assessments of irrigation infrastructure and wildland fuels identifying and prioritizing treatments plans in strategic ditch corridors.
- Use ArcGis and Collector and Cartograph software to catalog water resources delivery infrastructure across the BCPOS agricultural lands system.
- Observe, track, and recommend new maintenance and fuels mitigation needs on the system.
- Identifying and mapping of List A and List B Noxious Weed Species for their eradication or assigned control found in ditch corridors.
- Identifying and mapping invasive tree species for control.

Plan and implement fuels mitigation projects in priority irrigation ditch corridors. (30%)

- Assess maintenance and fuel mitigation needs across the system and prioritize in collaboration with staff, fire community, consultants, and others.
- Plan project logistics such as methods, access, equipment needs, time allocation requirements, and use of external resources to accomplish project tasks.
- Proactively engage stakeholders; coordinate with ditch company personnel, neighbors, and other stakeholders prior to performing work.
- Advise Water Program Supervisor of maintenance and fuels mitigation budget requirements.
- Participate on departmental fuels mitigation teams and in team meetings.
- Seek out and apply for grant funding for wildfire fuels mitigation work and infrastructure improvements.
- Obtain proper internal approvals, 811 utility locates, and permitting as needed.
- Help develop and follow ecological and ditch maintenance BMPs.
- Seek ways to perform work while also meeting climate goals and objectives.

Administer contracts and temporary work crews to conduct maintenance and fuels mitigation projects. (30%)

- Develop project Scopes of Work (SOW) and Request for Proposals (RFP) to solicit contracts for proposed work.
- Work through contract selection process to hire competent and cost-efficient contractors. Ensure contractors are working efficiently, effectively, and in a safe and legal manner, and anticipate unsafe circumstances and take precautions to prevent accidents.
- As a project manager, oversee contracted work to conduct ditch infrastructure maintenance.
- In addition, Ready-to-Work crews, jail crews, BCPOS staff and volunteers can be enlisted and coordinated to complete work.
- Work closely with ditch companies to make sure all rules, regulations, and BMP's are followed.

Conduct ditch fuel mitigation and water delivery infrastructure maintenance field work. (10%)

- Conduct various treatments including weed whipping, manual removal of vegetation with shovels or clippers, mowing using tractors and attached mow decks, herbicide applications, and tree and shrub cut stump/chain saw treatments.
- Use heavy equipment (if allowed) such as backhoes and mini excavators, performing technical ditch maintenance on ditch infrastructure including ditches, laterals, and headgates.
- Coordinate hauling and removal of material generated from maintenance and fuels mitigation activities.
- Maintaining records of work performed, equipment and materials used, including photo documentation, use of excel spreadsheets, annual reports, and other systems.
- Remaining alert to conditions and events occurring on the land system; anticipating needed actions; and reporting such needs to the supervisor and appropriate staff.
- Assist with ditch burns and slash pile burns where appropriate.

Other duties: (10%)

- Performs related duties as required to meet the needs of BCPOS.
- Assist with operations and monitoring of reservoirs, ditches, stream gaging and other water assets.
- Identify invasive weeds in ditch corridors and coordinate with Invasive Weed staff for removals.
- Attend ditch company meetings and at times serve as a board member.
- Respond to locate calls for BCPOS irrigation infrastructure.
- Make sure to address bank stabilization efforts and concerns while completing all work.
- Take proper safety precautions, including use of all proper safety (protective) equipment as prescribed by the department; report all accidents and damage to city property, and/or policy infractions.
- Responsible for knowing and complying with all city and department policies; participating in professional training and development opportunities; and adhering to attendance and workplace policies.

## **REQUIRED QUALIFICATIONS**

**EXPERIENCE or EDUCATION**

- Boulder County is looking for well qualified candidates to fill our positions. Any combination of relevant education and experience is encouraged. In this position, we are looking for a minimum of **6 years** of combined education and experience.
- Experience supervising contractors or other's work. Working with hand tools such as weed whips and chainsaws.

### **PREFERRED QUALIFICATIONS**

- Previous experience with field-based, natural resource management work.
- Demonstrated experience working in agricultural landscapes or irrigation ditch maintenance experience.
- Skill in communication orally and in writing with people within and outside the department, representing the department in public, other government agencies, and other external organizations.
- Ability to work independently in a safe manner.
- High level of professionalism, diplomacy, and tact.
- Valid drivers' license and the ability to maintain an acceptable motor vehicle record.
- Bachelor's degree.
- Familiarity with forestry, tree work, and/or fuels mitigation work.
- Knowledge of wildland fire behavior, fire ecology and vegetation management techniques.
- Skill in geographic systems including the ESRI suite of software (ArcGIS).
- Knowledge of local government business practices, regulations, and applicable laws.
- Ability to operate heavy equipment such as backhoes and mini excavators.
- Certification at the FFT2 level qualification by the National Wildfire Coordinating Group or ability to obtain qualification in the first year of employment.
- Ability to tow trailers and haul equipment.
- Experience collecting field data and entering into apps or databases.
- Understanding of Colorado Water Rights and Prior Appropriation

### **SUPPLEMENTAL INFORMATION**

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Working knowledge of general ecological or agricultural principles and resource or land management techniques. Expertise in at least one field of agricultural, natural science, or environmental education.
- Working knowledge of relevant computer software programs. Skill in planning, organization, and time management.
- Ability to work and communicate effectively with other employees, agencies, and the public.

#### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

- Works in a clean, comfortable environment, and works in an outdoor environment year-round. Potential exposure to dangerous wildlife (e.g., rattlesnakes, mountain lions, stinging insects), toxic chemicals (e.g., pesticides), and dangerous weather conditions (e.g., heat, cold, lightning).
- Ability to perform a wide range of physical and manual tasks in an outdoor environment. Physical ability to stand, bend, walk, and kneel.

- Level 2 Physical: Frequently lifts up to 50 lbs. and carries up to 100 feet (may be performed by two person lift); occasionally lifts up to 80 lbs. from floor to waist; frequently lifts up to 32 lbs. from shoulder to overhead; occasionally pushes and pulls items weighing up to 100 lbs.; frequently lifts and lowers wheelbarrow with 160 lbs. load; occasionally performs bi-lateral lift of 60 lbs. and carries up to 50 ft.; frequently lifts up to 35 lbs. from waist level and lowers to floor. Frequently bends at waist, squats, kneels, shovels, and rakes. Occasionally climbs ladder; must be able to stand and balance on ladder; occasionally walks over uneven terrain.
- Ability to work under stress from demanding deadlines, public contact, and changing priorities and conditions.
- Uses standard office equipment including personal computers, cell phones, and copy machines.
- Work may include extended periods of time viewing a computer video monitor and operating a keyboard.
- Ability to attend evening meetings and work early or late or unconventional hours as necessary.