

Snohomish Conservation District

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528 91st Ave NE, Ste A, Lake Stevens, WA 98258-2538 425-335-5634 www.snohomishcd.org

Forest Resource Planner

Job Description

Terms: Regular full-time position (40hrs/week), with benefits.

Bargaining Unit: AFSCME Local 3300

Hiring Range: Resource Planner, Range 8. Full salary range for this classification is \$66,768–\$88,046 (Steps 1–15). The expected hiring range for this position is \$66,768–\$81,370 (Steps 1–11), depending on qualifications and experience.

Job Classification and Range: Resource Planner, Range 8

Base Schedule: Full-time, 40 hours per week (five 8-hour days). Employees work a consistent daily schedule with established start and end times, set in coordination with their supervisor — start times between 7:00 and 9:00 a.m. and end times between 3:30 and 5:30 p.m. Alternate schedules, such as four 10-hour days, may be approved in advance based on operational needs, with start and end times adjusted accordingly. Occasional evening and weekend work is required.

Position Summary

Forest Resource Planner delivers natural resource planning services to landowners throughout Snohomish County and Camano Island, working alongside the Forestry Department Manager. This role provides forestry and agroforestry technical assistance, planning, and implementation support to landowners, partners, and other community members. This role requires a self-driven individual who can manage multiple projects at once while strengthening partnerships internally and externally. This position is part of the Habitat, Floodplains, and Forests Division, and is a highly collaborative role with project managers, planners, educators and outreach staff, working to protect and restore the natural resources that sustain our communities.

About the Snohomish Conservation District

Snohomish Conservation District (SCD) works cooperatively with a diverse community of landowners and partners to encourage conservation and responsible use of natural resources through actions that promote clean water, thriving habitat, and viable agriculture. One of 45 Conservation Districts in the State of Washington, the Snohomish Conservation District leads robust programs encompassing agricultural resilience, habitat restoration, forest health, urban stormwater, farm planning, youth education, community engagement and more. The District works with farmers, residents, and landowners on a collaborative and voluntary basis throughout our service area that includes Snohomish County and Camano Island. We take the mission of the District to heart - “work cooperatively with others to promote and encourage conservation and responsible use of natural resources” - as we implement successful and innovative projects.

Essential Tasks

These are illustrations of the various types of work performed. The omission of specific duties does not exclude them if the work is similar, related, or a logical assignment to the position.

- Provide technical assistance to forest landowners. Activities include conducting site visits, diagnosing and providing assessments of resource conditions, identifying management

- priorities, preparing project area maps, and developing practice-related prescriptions.
- Prepare forest stewardship plans for Non- Industrial Private Forest (NIPF) landowners. Activities include conducting forest natural resource inventories, evaluating compiled data, and assembling and presenting data. Forest stewardship plans prepared meet the requirements set forth by Washington State Integrated Forest Management Plan Guidelines & Template, NRCS CAP106, NRCS National Forestry Manual Part 536 Subpart B.
 - Provide wildfire risk reduction technical assistance, including conducting home risk assessments and creating defensible space around homes. This may involve providing technical direction to a crew in brush management and operating a wood chipper to reduce fuels.
 - Support landowners with preparing and submitting cost-share applications and implementing funded practices. Activities include preparing forest health management cost-share applications and Job Sheets associated with local, state and federal programs; supporting landowners with obtaining contractor estimates and permits; and providing ongoing technical assistance during and after the contract award process as needed.
 - Support landowners with accessing and enrolling in Open Space Taxation programs such as the Designated Forest Land Program and locally administered “current use” programs such as the Public Benefit Rating System programs of Island County.
 - Lead the implementation of forestry and agroforestry practices on forestlands and farms within Snohomish County and Camano Island. Implementation may include the development of planting and thinning plans, developing landowner agreements, completing cultural resource consultation processes, procuring plants and project materials, and providing technical direction and participating in the work of labor crews (including volunteer or intern crews and professional field crews) to support on-site logistics of plant deliveries, planting days, planting maintenance or site preparation, and thinning projects.
 - Manage grants, including developing project plans, directing project teams, tracking budgets and deliverables, coordinating with funders and partners, procuring labor and materials, overseeing contractors and cost-share implementation, and managing vegetation maintenance and monitoring activities.
 - Assist SCD programs in securing funding, including project development, grant writing, and landowner outreach.
 - Support the Habitat, Floodplains, and Forests Division with regular project monitoring of SCD habitat restoration, forestry, urban forestry, and agroforestry project sites.
 - Promote strong integration, both internally across SCD programs and externally with outside partners, to expand natural resource stewardship and impact.
 - Participate in outreach, media and education events, such as workshops, fairs, Forestry Field Days, by presenting and sharing information related to forest health and stewardship, writing fact sheets and articles, assisting with development of publications such as landowner testimonials, and developing communications materials to market Program services.
 - Assist with the Conservation District’s Annual Plant Sale.
 - Other related duties as assigned.

Job Qualifications

Required knowledge, skills, and abilities

- A Bachelor’s degree in Forestry or natural resource/environmental field with coursework related to agroforestry, forest management, silviculture, terrestrial / plant ecology, botany, and upland habitat restoration.
- A minimum of three years of professional level experience in forestry, forest management, silviculture, or agroforestry. Alternative combinations of education and work experience will be considered
- Demonstrated knowledge of natural resource issues such as forest management, forest health, native plants, and soils.

- Knowledge of westside versus eastside wildfire ecological history and best practices for creating defensible space around homes.
- Demonstrated experience implementing forestry projects to include knowledge of forest regeneration, thinning and harvests.
- Demonstrated experience with agroforestry projects or habitat restoration to include knowledge of farmland, habitat, and regulatory programs in the Puget Sound
- Familiarity with NRCS conservation practices, conservation planning, and landowner incentive and cost share programs.
- Ability to communicate effectively with private landowners, project partners, and co-workers, and capacity to engage diverse communities.
- Proficiency in communicating technical information to a variety of audiences including private landowners at one-on-one site visits, workshops, and volunteer events.
- Proficiency writing reports, outreach materials, technical assistance letters to landowners, management plans, and/or components of funding applications.
- Ability to use computers to write reports, prepare maps using ArcGIS, and record field data, and ability to learn specialized computer programs as needed.
- Demonstrated ability to work independently and manage workload, schedule, and resources to meet deadlines and achieve goals.
- Demonstrated ability to effectively perform multiple responsibilities simultaneously and/or frequently move from one activity to another without losing focus.
- Ability to maintain accurate records regarding time-keeping and authorized expenses.

Preferred knowledge, skills, and abilities

- A Master's degree in Forestry or natural resource/environmental field with coursework related to agroforestry, forest management, silviculture, terrestrial / plant ecology, botany, and upland habitat restoration.
- Demonstrated understanding of Washington DNR Forest Practices Board rules and implementation guidance, familiarity with Washington DNR Forest Practices application procedures, and knowledge of other local, state, and federal regulations affecting forest land management
- A track record of successfully engaging and facilitating collaboration with small and nonindustrial forest landowners seeking to improve forest resources and implement forest conservation practices
- Knowledge of local, state, and federal ordinances and regulations including Snohomish County and Island County codes and regulations
- Knowledge of local, state, and federal Conservation District partners
- Washington State Pesticide License with Aquatic Endorsement
- Agriculture Weed Control endorsement
- Experience with NRCS conservation planning

Physical Requirements and Working Conditions

This position includes both office and field work and frequent travel to job sites. Field work comprises approximately 40-50% of the position; field work percentage varies seasonally. Most of the field work is conducted in a natural environment with rough and sometimes dangerous terrain. This position requires the ability to:

- Work outdoors in all weather conditions and on rough or uneven terrain
- Drive a vehicle when travel is needed. Must hold a valid, unrestricted Washington State driver's license (or have the ability to acquire upon hire).
- Safely operate a motor vehicle, including full-size pick-up and trailer, on both public and private roads during daylight and occasionally after dark.

- Operate a chainsaw (or have the ability to gain this skillset while on the job).
- Operate hand and power tools.
- Operate a chipper for a wildfire risk reduction program using best safety protocol (or have the ability to gain this skillset while on the job)
- Sit or stand for long periods of time in a standard workday
- Lift, pull, carry, push up to 50lbs
- Bend, twist, squat, climb, kneel/crawl, reach overhead, etc.
- Use finger dexterity and fine manipulation
- Hear and speak to exchange information in person, on the telephone, and via video conference
- Occasionally work evenings and weekends; beyond an 8:00 am – 5:00 pm schedule or on the weekend.

Work Location

The position will work out of the SCD Lake Stevens office. Following a probationary period, this position may have the option to work remotely part of the time. Some essential functions of this position require in-office or on-site work at specific times.

Additional Position Information

This position is included in the bargaining unit represented by AFSCME Council 2, Local 3300, and is covered by the collective bargaining agreement between SCD and the Union. A copy of the agreement is available upon request.

Benefits

The District offers a comprehensive benefits package which includes:

- Medical, including vision, insurance coverage through Washington State PEBB. The District matches employee dependent's medical premiums at 80%.
- Dental insurance coverage through Washington State PEBB for full-time employees. The District matches employee dependent's dental premiums at 100%.
- A monthly contribution to a health reimbursement arrangement (HRA) plan through Voluntary Employees Beneficiary Association (VEBA) for employees who opt to waive District medical insurance coverage.
- Life Insurance through Washington State Health Care Authority (WSHCA), with coverage paid by the District.
- Long Term Care coverage through the WA Cares Fund, with premiums paid by the District.
- Long Term Disability through WSHCA.
- Additional voluntary supplemental insurance opportunities are also available.
- Annual (vacation) leave accrued at a beginning rate of 9.33 hours per month; sick leave accrued at 8 hours per month; and 12 scheduled paid holidays each year and 1 personal day.
- Employer-contributed retirement program through the State of Washington Employees' Retirement System (PERS) and the ability to participate in the Deferred Compensation Program (DCP).
- All employees are covered by standard State and Federal programs, including WA Paid Family Medical Leave, Unemployment Insurance, Workers' Compensation, Social Security, and Medicare.
- Terms of compensation and benefits are set by the Board of Supervisors and may be amended at any time.

Application Instructions

To apply for this position, please submit the following materials via our website at

<https://snohomishcd.org/employment>:

- Cover letter stating why you are interested in this position
- CV or resume detailing your related experience

If you have questions about applying or need accommodation during the application process, contact Sally Cunningham at hr@snohomishcd.org or (360) 631-6736.

Applications will be reviewed beginning October 1st, 2026. Position open until filled.

We strive to work in partnership with all, to provide equitable and accessible programming on a nondiscriminatory basis, and to continually improve how we do so. All programs and services of the Snohomish Conservation District are offered on a nondiscriminatory basis, without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, or genetic information.