Colorado Mountain College
Assistant Project Manager, Natural Resource Management
Position Description

Title: Assistant Project Manager
Hiring Salary Range: $41,442 –$46,047 annualized
FLSA Classification: Exempt

Primary Responsibility

Working under the direction of the Project Manager and Field Institute Director, the Assistant Project Manager position is responsible for the technical day-to-day operation of Natural Resource Management Field Institute projects, and includes direct supervision of student Field Technicians, as well as training and mentoring students on project details and scientific data collection protocols. The assistant project manager is the first point of contact for project implementation with students and is also responsible for scientific and technical equipment maintenance, calibration and tracking. This is an 80% grant funded and 20% college funded position.

Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient for the rigors of the position such as a Bachelor’s degree, related field preferred, and at least one year of relevant experience in a related capacity. Demonstrated leadership and supervisory skills are preferred.

Special Skills or abilities directly applicable to the position: Scientific academic knowledge and background, and practical experience to train and mentor students on technical data collection techniques that are used in a wide range of Natural Resource Management fields essential.

Must possess current 40-hour OSHA HAZWOPER certification or be able to complete upon hiring. Must have excellent written and oral presentation skills. Proficient with environmental sample collection and field processing, scientific data processing and analysis. Preferred skills and abilities include large database management, and GIS/GPS mapping. Must possess a valid driver’s license and be eligible to drive CMC work vehicles.

Applicants must demonstrate a commitment to working in a culturally competent environment and the ability to effectively work with students, employees, and community members having diverse backgrounds.

Bilingual (English/Spanish) or conversational language abilities helpful.
Essential Duties

1. **Management of Scientific and Technical Data Collection, and Reporting**
   Oversees technical day-to-day aspects of scientific data collection, field site management, and scientific sample preparation under guidance from Project Manager. Under the direction of the Project Manager, prepares scientific and technical reports including status reports, permit closeout reports, technical memorandums, annual reports, and final reports. Ensures field events comply with project-specific scientific sampling and analysis plans and ensure QA/QC procedures are implemented.

2. **Field technician (students) Supervision and Management**
   Assists with interviewing, hiring and supervising student Field Manager(s) and Field Technician(s). Provide input into regular performance reviews, in consultation with Project Manager and/or Program Director, when appropriate. Responsible for scheduling field staff and ensuring compliance with scientific data collection protocols, state, and federal laws.

3. **Training students on technical aspects of projects, scientific data collection, and mentorship of students**
   Mentors and trains Field Technician(s) and Field Manager(s) in all aspects of those job duties. Provide specific trainings on proper scientific and technical data collection techniques, project-specific protocols and scientific sampling methods, safety procedures, and legal documentation.

4. **Risk management, safety plan development and implementation of scientific protocols**
   Ensures risk management procedures and all project-appropriate safety measures are being followed, including but not limited to, compliance with OSHA regulations, personal protective equipment (PPE), and all other safety practices as appropriate. Develops and implements programmatic policies and procedures related to daily operations, scientific methods, and technical guidelines.

5. **Other CMC duties as assigned**
   Participates in campus meetings, committees, special campus projects and other duties as assigned.

**Supervision Received**

This position works under the direction of a designated supervisor.

**Supervisory Responsibility**

This position may serve a lead to others in the department, including students.
Special Conditions of Employment

Successful completion of a background check will be required as well as motor vehicles records report when applicable. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned. This is an 80% grant funded/20% College funded position.

During the summer field season, the weekly schedule may occasionally require overnight or multi-day travel, work on the weekends, early mornings and evenings, or altered work schedule to accommodate the needs of specific projects.

Working Conditions

This position requires constant sitting, occasional walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 50 lbs; ordinary talking, hearing and full vision capabilities; and the ability to read/comprehend. Write, communicate orally, and reason and analyze constantly; and perform calculations occasionally. Exposure to hazardous waste site operations, laboratory chemicals and conditions as per OSHA regulated guidelines. Exposure to high altitude environment and climate. Work is performed using a computer and standard office equipment daily, and may include driving a vehicle.

HR Reference Information:

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<th>Position group and code:</th>
<th>P470290</th>
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NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.