



## Now Hiring: Project Manager

March 30, 2021

Are you a great team leader with exceptional organizational skills? Prudenterra is looking for a Project Manager to schedule and manage ecological restoration projects throughout Iowa.

40% of this job will be spent outside on the land, conducting and overseeing projects developed by the Forester to ensure that they are performed with precision, on time, and on budget. 30% is work in the office prioritizing, organizing, and scheduling restoration projects. 20% of the time is managing the work of one direct report - the Operations Coordinator, hiring the Operations Assistant(s) occasionally and strategically deploying their labor on a weekly basis as needed. 10% of time is supporting the Forester with GIS and other skills to expedite planning and sales efforts.

The position is full-time, 40 hours per week. It begins in March or April of 2021 and is open until filled. Operations are based out of Prudenterra headquarters southeast of Nevada, Iowa (20 minutes east of Ames). Overnight travel is occasionally required. Each year includes two weeks of Paid Time Off. A SIMPLE IRA match (up to 3%) is available for employees who contribute to a Retirement Account. Reports to Luke Gran, Forester and CEO.

### Duties and Responsibilities

- **Manage, Schedule, and Organize Projects:** Engage with Prudenterra clients to schedule restoration and management actions. Interpret conditions on the ground; schedule projects to be conducted when soil, vegetation, and weather conditions are fit.
- **Manage Operations Team:** Deploy the skills of the Operations Coordinator, Operations Assistant, and Fire Associate so they can work efficiently and be successful in their roles. Ensure a safe work environment--maintain a safety plan and see that staff are adequately trained. Maintain and hone an efficient operations workflow process.
- **Assist Operations Coordinator to implement signed client estimates:**
  - **Mix and apply herbicides safely:** Around tree/shrub seedlings, on cut stumps, and on trunk girdles with a handheld spray bottle.
  - **Use and care for small engines:** Chainsaws, pole saws, brush cutters of various makes and models (Stihl 192, Stihl 362, Stihl 261, etc.).
  - **Drive:** Hold a valid driver's license. Haul implements on trailers. Able to drive, operate, and maintain a 45 hp tractor with loader and various implements.
  - **Negotiate with vendors:** Purchase equipment and other materials on the company credit card as required to successfully execute projects.

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- **Collaborate and Coordinate:** Participate in regular meetings with and receive on-the-job mentorship from Forester and CEO Luke Gran. Check-in regularly with the Executive Assistant to verify which client projects are ready to be conducted. Before beginning on-the-ground operations, organize a kick-off meeting with the project sales representative to go over the project plan and signed estimates.
- **Abide by policies** listed in the Prudenterra Employee Handbook and communicate as outlined in the Employee Brand Guide.

### Skills Required

- **Excellent communicator:** Strong interpersonal skills - works well with colleagues and clients.
- **Organized:** Punctual, dependable, organized, enjoys a dynamic routine working outside with the weather and conditions in woodlands, prairie/wetlands, and crop fields.
- **Highly motivated:** Self-directed and capable; enjoys working independently and in teams of 2-6 people.
- **Botany, maps, and technology:** Botanical identification by bark, buds at least down to genus (i.e. hickory, oak, common name is sufficient). Strong map reading and comfort navigating with the aid of a compass. Able to use web-based technology on a tablet or smartphone to communicate (texting, email, online server access).
- **Machines:** Comfortable troubleshooting equipment, operating it safely, and performing regular maintenance procedures if assistance is requested by the Operations Coordinator.

### Required Certifications

#### Within 90 days of start date:

- National Wildfire Coordinating Group (NWCG) S-130/S-190.
- Iowa Commercial Certified Pesticide Applicators' License Core Manual as well as Forest Pest Add-on, Ornamental & Turf Add-on.

#### Within 180 days of start date:

- National Wildfire Coordinating Group (NWCG) S-230 Crew Boss Fire Training Course.

### Job Requirements

- Ability to perform physically demanding tasks, crouch over, operate chainsaws, move bolts of wood up to 50 pounds. Willing and able to tolerate working outside in a variety of conditions including wind, rain, and seasonal heat and cold. Must be prepared to work safely in all of these conditions by bringing and wearing appropriate protective clothing (much of it provided by Prudenterra).

# PRUDENTERRA

## About Prudenterra

Prudenterra's mission is to empower landowners to strategically restore thriving, profitable perennials and maintain them for generations.

- 30% of our work is **prairie management**--mowing, seeding, spraying, and burning.
- 30% is **forest management**--thinning, planting, and timber sale administration.
- 30% is **water management**--streambank restoration, wetland reconstruction, and riparian plantings including live stakes, and structures like cedar revetments.
- 10% is **innovative land management installations**--agroforestry, keyline design for tree crop orchards or silvopasture.

Prudenterra is based out of Nevada, Iowa, and is owned by Luke Gran, Certified Forester. We serve clients throughout the state of Iowa.

## Job Details

### Compensation

Starting hourly pay rate of \$15.00 paid every two weeks. Track and report hours worked to Executive Assistant/HR Manager through writing and submission of weekly timesheets.

### Mileage

Commuting miles to the headquarters are not reimbursed. However, mileage on your personal vehicle driving to a job site **is** reimbursed at the standard IRS mileage rate. See Employee Manual for more information.

### Benefits

Attend one or two special professional development events (conferences, short courses, or trainings) annually. The registration and travel (but not time in attendance) are paid by Prudenterra.

Workers' Compensation Insurance is provided in the event of a work-related injury or accident. This position does not provide paid time off, paid holidays, medical insurance, or retirement benefits at this time. It includes two weeks of Paid Time Off, taken in one week increments in February and July.

Due to the financial responsibilities of the position, the employee may be asked to furnish a recent personal credit report.

### Start Date

May or June 2021

### To Apply

Submit a cover letter and resume with three professional references to Luke Gran, CEO, Forester at [luke@prudenterra.com](mailto:luke@prudenterra.com). Open until filled.