



Coos Soil & Water Conservation District
379 N. Adams Street
Coquille, Oregon 97423
(541) 396-6879
Fax (541) 824-0356

Position Title: Monitoring Specialist

Reports to: District Manager

Status: Full-time, FLSA non-exempt

Compensation: \$26.00 per hour; increases to \$27.00 per hour following successful completion of the 180-day (6-month) probationary period, plus benefits

Application Deadline: Open until filled; applications will be reviewed as received.

General Summary

This is a full-time, at-will, non-exempt position with the Coos Soil and Water Conservation District (Coos SWCD), with a primary emphasis on water quality and natural resource monitoring. The Monitoring Specialist is responsible for implementing field monitoring activities; maintaining, calibrating, and deploying monitoring equipment; collecting and managing environmental data; conducting quality assurance and quality control (QA/QC); assisting with data analysis and interpretation; maintaining monitoring records; and preparing technical reports and other monitoring deliverables.

The Monitoring Specialist will conduct baseline, status and trend, and effectiveness monitoring to evaluate watershed conditions and the outcomes of conservation and restoration projects. Monitoring activities may include water temperature and other water quality parameters, physical habitat assessments, riparian and vegetation monitoring, and other biological or watershed monitoring activities as appropriate to District projects and funding.

Coos SWCD has a small staff, and each staff member is often called upon to perform a range of duties. Accordingly, the Monitoring Specialist will also assist with conservation and restoration project planning and implementation, technical assistance, grant administration, outreach, and other District programs as needed. Flexibility, initiative, attention to detail, teamwork, communication, and problem-solving skills are important to success in this position.

Supervision Received

The Monitoring Specialist reports to the District Manager. Work is performed independently with support and guidance from the District Manager and in coordination with other District staff, the Natural Resources Conservation Service (NRCS), Oregon Department of Fish and Wildlife (ODFW), Oregon Department of Agriculture (ODA), Oregon Department of Environmental Quality (DEQ), Oregon Watershed Enhancement Board (OWEB), local Watershed Councils, Tribes, contracted consultants, and other technical partners as appropriate. This position acts on behalf of the Coos SWCD Board of Directors within the authority delegated by the Board and District Manager and is governed by the policies of the District's Employee Handbook. The District Manager conducts the performance evaluation for this position. New employees are subject to a 180-day (6-month) probationary period. Upon successful completion of the probationary period, the employee's wage will increase from \$26.00 to \$27.00 per hour.

Civil Rights

The incumbent of this position will perform all duties in a manner that consistently demonstrates fairness, cooperation, and respect toward coworkers, landowners, office visitors, government agencies, partners, contractors, and members of the public during the execution of official business. This position will perform duties in accordance with all applicable state and federal laws regarding equal employment opportunity and other requirements of civil rights statutes.

Revised 8/27/2026

Essential Job Functions, Duties, and Performance Requirements

Water Quality & Natural Resource Monitoring

- Implement the District's water quality and natural resource monitoring activities in accordance with established monitoring plans, protocols, grant requirements, and applicable quality assurance procedures.
- Conduct baseline, status and trend, and effectiveness monitoring associated with watershed conditions, agricultural water quality, conservation practices, and restoration projects.
- Deploy, maintain, calibrate, troubleshoot, retrieve, and download data from water quality monitoring equipment and field instruments.
- Collect water quality data that may include stream temperature, dissolved oxygen, conductivity, salinity, pH, turbidity, and other physical or chemical parameters, depending upon project objectives and approved monitoring protocols.
- Conduct or assist with physical habitat assessments, stream and riparian surveys, vegetation monitoring, photo monitoring, and other biological or habitat monitoring activities.
- Establish and maintain monitoring stations and accurate station documentation, including locations, photographs, field notes, equipment records, calibration records, and associated spatial data.
- Follow established field and laboratory procedures and maintain appropriate documentation and chain-of-custody records when samples are submitted for laboratory analysis.
- Maintain monitoring equipment and supplies and identify equipment maintenance, replacement, and procurement needs.
- Assist with the development and refinement of monitoring plans, sampling designs, field protocols, standard operating procedures, and Quality Assurance Project Plans or similar quality-control documents when required.

Data Management, Quality Assurance & Analysis

- Maintain complete, accurate, organized, and defensible monitoring datasets and associated metadata.
- Conduct routine QA/QC of monitoring data, including review of calibration records, field notes, equipment performance, data completeness, anomalous values, and adherence to established protocols.
- Identify potential data-quality issues promptly and work with the District Manager and technical partners to determine appropriate corrective actions.
- Enter, organize, validate, summarize, and maintain monitoring data using spreadsheets, databases, GIS, and other appropriate data-management systems.
- Conduct basic analysis and interpretation of environmental monitoring data and assist with more advanced analyses in coordination with agency and technical partners.
- Develop graphs, tables, maps, summaries, and other products that clearly communicate monitoring results.
- Maintain appropriate backups and organized electronic and physical records so monitoring data can be readily located, reviewed, and used in future analyses.
- Assist with submission of monitoring data to appropriate agency databases or repositories when required by grants, monitoring plans, or partner agreements.

GIS & Spatial Data

- Collect and maintain accurate spatial data associated with monitoring sites and conservation projects.
- Use GIS to create maps, manage monitoring locations, organize spatial datasets, and support analysis and reporting.
- Use GPS or mobile data-collection applications to document field locations and monitoring activities.
- Assist District staff with maps and spatial information needed for conservation planning, grant proposals, project implementation, monitoring, and reporting.

Monitoring Program & Grant Support

- Work with the District Manager and other District staff to identify monitoring needs and priorities and help maintain an effective District monitoring program.
- Assist with developing monitoring project concepts, scopes of work, budgets, grant proposals, and funding applications.

- Implement monitoring grants and contracts and ensure assigned activities are completed according to approved scopes, budgets, timelines, protocols, and grant requirements.
- Track project progress and maintain monitoring-related grant documentation.
- Prepare technical reports, monitoring summaries, grant reports, Board reports, presentations, and other required deliverables.
- Coordinate with funding agencies and technical partners regarding monitoring methods, data requirements, reporting, and project outcomes.
- Participate in monitoring-related training, technical workgroups, partner meetings, and professional development activities.

Conservation & Restoration Project Support

- Provide technical assistance to landowners and land managers regarding water quality and natural resource concerns.
- Assist District staff with conservation and restoration project development, planning, implementation, and monitoring.
- Conduct pre-project and post-project field assessments and collect information needed to evaluate site conditions and project effectiveness.
- Assist with field implementation when necessary, including native planting, fencing, riparian restoration, data collection, photo documentation, and oversight or documentation of contracted activities.
- Assist with landowner and stakeholder communication and coordination.
- Support development of conservation and restoration grant proposals and associated maps, monitoring plans, budgets, and technical information.

Outreach, Coordination & General District Responsibilities

- Communicate monitoring findings and water quality information to landowners, partners, the Board of Directors, and community audiences in an understandable manner.
- Assist with workshops, field tours, presentations, educational materials, and other District outreach activities.
- Coordinate with District staff, NRCS, ODFW, ODA, DEQ, OWEB, Watershed Councils, Tribes, landowners, and other partners as appropriate.
- Maintain monthly activity reports, mileage records, timecards, and other required administrative documentation.
- Participate in staff meetings, Board meetings when requested, partner meetings, trainings, and professional development.
- Maintain collaborative and respectful working relationships with coworkers, landowners, partners, contractors, and members of the public.
- Perform other related duties necessary to support District conservation programs as assigned by the District Manager.

Minimum Knowledge, Skills and Abilities

The Monitoring Specialist position requires a combination of technical field skills, data-management ability, scientific judgment, organization, communication skills, and the ability to work effectively both independently and as part of a small team. The successful applicant will demonstrate a combination of relevant education, professional experience, training, and other experience that provides the knowledge and abilities necessary to perform the position. Preferred areas of strength and demonstrated experience include:

- A bachelor's degree in natural sciences, environmental science, natural resource management, fisheries, watershed science, hydrology, water quality, biology, agricultural sciences, or a related discipline and/or equivalent relevant professional experience.
- Experience collecting environmental field data, particularly water quality, aquatic habitat, riparian, fisheries, vegetation, or other natural resource data.
- Experience using and maintaining field monitoring equipment and following established sampling and monitoring protocols.

- Understanding of basic principles of water quality, watershed processes, stream ecology, and aquatic habitat.
- Strong attention to detail and an understanding of the importance of data quality, consistency, documentation, and adherence to established protocols.
- Experience organizing, managing, reviewing, and interpreting environmental datasets.
- Proficiency with Microsoft Excel or similar spreadsheet software, including creation and maintenance of datasets.
- Basic GIS skills and experience using GPS or mobile field data-collection tools.
- Ability to prepare clear technical reports, monitoring summaries, maps, graphs, tables, and other written products.
- Strong organizational skills and the ability to anticipate and meet deadlines while managing multiple long-term and short-term tasks.
- Ability to work independently in the field and office while also working effectively as part of a team.
- Strong written and verbal communication skills and the ability to communicate respectfully and effectively with private landowners, farmers and ranchers, agency personnel, conservation partners, coworkers, contractors, and members of the public.
- Dependability, initiative, adaptability, sound judgment, and problem-solving ability.
- A valid Oregon driver's license and a good driving record. Although the District has a vehicle, occasional use of the employee's personal vehicle may be necessary, with mileage reimbursement provided according to District policy.

Preferred Technical Experience

The following experience is beneficial but not required:

- Continuous stream temperature monitoring and deployment of data loggers.
- Water quality instrumentation, calibration, maintenance, and troubleshooting.
- Dissolved oxygen, conductivity, salinity, pH, or turbidity monitoring.
- Physical habitat or riparian assessments and restoration effectiveness monitoring.
- Fisheries or aquatic biological monitoring.
- Quality Assurance Project Plans (QAPPs), Standard Operating Procedures, or similar monitoring protocols.
- ArcGIS Pro, Field Maps, Survey123, or related GIS applications.
- Environmental databases or data-management systems.
- Statistical analysis using Excel, R, Python, or similar software.
- Experience working in coastal Oregon watersheds and knowledge of salmonid habitat, agricultural water quality, and natural resource issues affecting the Oregon Coast.

Job Conditions

- This is a full-time position, generally 35–40 hours per week.
- No overtime is allowed unless pre-approved by the District Manager and/or SWCD Board-appointed Supervisor.
- This position works both in the field and in the office.
- Fieldwork may occur on farms and ranches; along rivers, streams, wetlands, ponds, and estuaries; in dense vegetation or woodlands; and on steep, slippery, muddy, rocky, uneven, or otherwise hazardous terrain.
- Fieldwork may require walking considerable distances over uneven terrain, carrying monitoring equipment and supplies, working in or near water, and performing physically demanding activities.
- Monitoring schedules may occasionally require early mornings, long field days, or work outside normal office hours because of weather, stream conditions, tides, seasonal monitoring windows, equipment needs, or other project requirements.
- The position may require travel to conferences, workshops, training sessions, and daytime or evening meetings outside the office, including occasional overnight travel.
- The Monitoring Specialist shall perform all duties in a prudent and sensible manner and follow established protocols intended to protect employee and public health and safety. Reasonable accommodation will be provided as required by law.

Compensation & Benefits

The starting wage for this position is \$26.00 per hour during the initial 180-day (6-month) probationary period. Upon successful completion of the probationary period, the employee's wage will increase to \$27.00 per hour. Benefits include 11 paid holidays, paid sick leave, and paid vacation leave. Employees may choose either a \$250 per month medical stipend or participation in the District's employer-sponsored medical benefit plan. Employees may not receive both the medical stipend and participation in the employer-sponsored medical benefit plan. The next open enrollment period for the employer-sponsored medical benefit plan is June 2027.

Location

The position is based in the town of Coquille within Coos County in beautiful Southwestern Oregon. Ideally located along the Pacific Coast, Coos County offers a diverse landscape of rivers, forests, agricultural lands, estuaries, wetlands, and ocean coastline, with abundant opportunities for hiking, camping, fishing, birdwatching, surfing, and other outdoor recreation. The position involves field work throughout Coos County and potentially elsewhere in southwestern Oregon as required by District projects.

To Apply

Submit a PDF application packet containing a resume, a letter of interest addressing your qualifications and interest in the position, and contact information for three professional references. References will not be contacted until after interviews.

Applications will be reviewed as they are received. The position will remain open until filled. Projected Start Date: As soon as practicable following completion of the hiring process.

Because the District invests significant time and resources in training and professional development for this position, applicants selected for the role will be asked to sign a Good Faith Commitment Letter indicating their intention to remain in the position for at least three years. This statement does not create an employment contract and does not alter the District's at-will employment relationship.

Position Description Acknowledgment

I have read and understand the position description information and hereby state that I can perform the essential functions of the job.

Employee	Date
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Board Chair	Date
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