



JOB DESCRIPTION

Job Title:	Restoration Crew Assistant Lead
Team(s):	Field Programs
Reports To:	Restoration Projects Manager
FLSA Status:	Non-Exempt
Pay Grade:	Temp/Seasonal 2
Location:	Issaquah Field Base
Season:	February 13, 2025 – November 21, 2025

Job Summary

The Assistant Lead is responsible for supporting the Crew Lead in the oversight of Crew Members, leading the crew in the absence of the Crew Lead, and leads several projects when the crew is split into smaller teams. They are responsible for supporting the Crew Lead in motivating and encouraging crew morale, while providing coaching and feedback when needed. The Restoration Crew identifies, surveys for, and controls invasive plants; installs native trees and shrubs; collects monitoring data; and maintains ecological restoration projects in partnership with public land management agencies throughout the Mountains to Sound Greenway National Heritage Area. The Restoration Crew periodically supports Greenway Trust's volunteer and education events and works regularly with Greenway Trust staff and occasionally with partner agency and nonprofit staff, sponsored AmeriCorps members, and volunteers.

Essential Job Functions

Team Leadership & Support (5%)

- Ability to motivate a team and encourage crew morale.
- Demonstrate strong communication skills and ability to provide feedback and coaching in support of the Crew Lead.
- Support Crew Lead in leading the Restoration Crew by example in proper ecological restoration best management practices.
- Organize crew roles and responsibilities on project sites when Crew Lead is unavailable or when the crew is split up.
- Act as liaison between the Restoration Crew and Restoration Projects Manager and/or Coordinators when Crew Lead is unavailable or when the crew is split up.
- Adapt to changing conditions and ability to make decisions on the fly when the Crew Lead is unavailable or when the crew is split up.
- Professionally represent the Greenway Trust while interacting with the public.

Restoration Implementation (80%)

- Implement noxious weed management across diverse restoration project sites using a combination of manual, mechanical, and chemical control techniques.

- Properly use tools and conduct routine maintenance of tools, including backpack sprayers, EZ-Ject lances, brush cutters, and other restoration-related equipment.
- Effectively plant native species and perform monitoring and maintenance activities across diverse restoration projects.
- Assist with project documentation (i.e., enter daily project summaries into Salesforce, enter monitoring data into spreadsheets, record keeping of herbicide forms, photo documentation, etc.).
- Assist with mapping and data collection in ArcGIS mobile applications (i.e., Field Maps, Quick Capture, and Survey123).

Program Support (10%)

- Assist with program documentation (i.e., vehicle mileage logs, incident reports, etc.).
- Assist with tasks in the Greenway Trust's native plant nursery, including potting bareroot plants, weeding, and needed maintenance.
- Assist with weekly field base and truck fleet cleaning and maintenance tasks.

Other (5%)

- Support volunteer restoration events and/or education youth internship programs, occasionally on Saturdays.
- Perform other duties as situations require or as assigned by supervisor.

Knowledge, Skills and Abilities

Education: A degree in biology, environmental science, or related natural resource field is beneficial but not required. Relevant experience holds greater importance.

Required Experience: At least one year of demonstrated experience with the following is required:

- Relevant education and/or experience in a natural resource field.
- Knowledge of Pacific Northwest plants (native and introduced) and ecology.
- Experience with plant installation and weed control methods including manual, mechanical, and chemical control.
- One season of safe herbicide application experience.
- Experience using small motor tools (i.e., brush cutters).

Desired Experience: At least one year of demonstrated experience with a combination of the following is desired, but not required:

- One season of restoration crew experience.
- Demonstrated leadership experience.
- Experience maintaining small motor tools (i.e., brush cutters).
- Experience using ArcGIS mobile applications like Field Maps, QuickCapture, and Survey123.
- Experience driving full-sized trucks on rough terrain.

Licenses or Certifications: Current Wilderness First Aid and Washington State Pesticide Applicator's License with an aquatic endorsement required; however, the Greenway Trust will provide this certification/license within the first three months of hire. A current driver's license and access to

reliable transportation is required. Greenway Trust insurable driving record desired. Must pass WA State Patrol criminal records check and a background check in any previous state of residency.

Technical Skills:

- Knowledge of Pacific Northwest plants and ecology desired.
- Ability to support Crew Lead in teaching Crew Members about ecological restoration best management practices including safe herbicide application, using and maintaining small motor tools, and other weed control methods.
- Ability to support Crew Lead in teaching Crew Members about native plant installation including container plants, bareroots, and live stakes.
- Ability to drive full-sized trucks on rough terrain desired.
- Proficiency with Microsoft Office products (Outlook, SharePoint, etc.); and/or Salesforce desired.
- Proficiency with ArcGIS mobile applications like Field Maps, QuickCapture, and Survey123 desired.

Personal Characteristics:

- Enthusiastic about the Greenway Trust [mission](#) and exemplar of Greenway Trust [values](#).
- Highly self-motivated with a strong desire to motivate a team.
- Desires to engage with, listen to, and learn from people with diverse perspectives and experiences.
- Possesses a high standard of selflessness, hard work, adaptability, and flexibility.
- Passionate about working outdoors and adaptable to all weather conditions.
- Committed to diversity, equity, and inclusion.

Work Location

The crew meets at the Greenway Trust’s Issaquah Field Office (1980 NW Sammamish Rd, Issaquah, WA 98027) and will work on surrounding public and private lands using Greenway Trust vehicles.

Physical Requirements

Physical requirements include carrying up to 30 pounds (including backpack sprayers, brush cutters, potted plants), walking up to five miles across uneven terrain, long periods of time working outdoors in various weather conditions, and visual and auditory ability to identify and respond to environmental hazards.

This job description is intended to describe the general nature of this job and may not include all responsibilities that might be required of the person holding this position. This job description is subject to change at any time at the sole discretion of the Mountains to Sound Greenway Trust and does not establish a contract for employment.

Prepared by: Kate Fancher, Restoration Projects Manager

Date: 12/06/2024

Revised by: Tor Bell, Operations Director

Date: 12/09/2024