



Oceana Conservation District

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West Michigan Cooperative
INVASIVE SPECIES
MANAGEMENT AREA

Job Posting: Invasive Species Technician/County Park Steward

Application deadline: 3/31/16

The Oceana Conservation District is seeking a full-time, limited term Invasive Species Technician/County Park Steward to carry out work for the West Michigan Cooperative Invasive Species Management Area (WMCISMA) four days per week, and perform County Park maintenance in Oceana County one day per week.

Date Posted: 3/14/16

Title: Invasive Species Technician

Number of Positions: 1

Location: Based in Shelby MI at the Oceana Conservation District. Assignments performed primarily in Oceana and Newaygo Counties, but also throughout the eight-county West Michigan CISMA as needed.

Position Details: This is a full time 40 hours per week, grant funded, limited term position, April through October 2016.

Compensation: \$16/hour

Closing Date: 3/31/16

Position Description

Invasive Species Technician (4 days per week): As an Invasive Species Technician, conduct field-based surveys, map and report invasive plant species, and coordinate treatment efforts. This work is funded by the Michigan Invasive Species Grant Program (MISGP). The position will be based out of the Oceana Conservation District office with daily travel to survey and treatment locations.

Under the direction and supervision of the District's Executive Director and West Michigan CISMA Coordinator, the Invasive Species Technician will set daily work plans to accomplish survey and treatment goals and strategize survey and treatment plans to ensure grant deliverables are being met. The Invasive Species Technician will conduct invasive species surveys, record and manage survey data, work with landowners on securing treatments permissions, and ensure that the quality of work is up to expected standards. Treatments will be conducted by other members of the West Michigan CISMA. Experience with invasive plant identification is required for this position. Data will be collected using handheld GPS units and information recorded on data sheets. Additional duties include data entry using MS Excel, maintaining accurate and detailed records, maintaining equipment, reporting on data, and other duties as assigned.

Parks Steward (1 day per week): As County Park Steward, the successful applicant will perform routine monitoring and maintenance at the eight County Parks located in Oceana County. Duties include but not limited to: raking and cleaning up leaves and branches; tree/limb removal, litter pick up, checking equipment for safety concerns, monitoring contracted mowing and port-a-john services; and reporting any sign damage, vandalism, broken equipment to the Parks' Commissioner. Occasional operation of power lawnmower and/or weed-whip may be necessary. Tools, supplies and equipment will be provided.

We are seeking a self-directed, responsible, and highly motivated individual who has the ability to work independent of supervision. Individuals with the ability to communicate effectively with co-workers and the public in a professional manner, strong organizational and computer skills and a background or interest in land management, parks management or a related field are preferred.

Desired Qualifications:

- Bachelor’s degree preferred but not required in natural resource management, ornamental horticulture or related field; and/or at least 1 year of experience in landscape management, nursery work, invasive species control, or park and lawn maintenance
- Experience organizing field work
- Ability to recognize and properly identify invasive species both aquatic and terrestrial
- Knowledge of invasive species control techniques
- Proficient in Microsoft Office suite (Word, PowerPoint, Publisher, Excel)
- Experience using GPS and GIS preferred
- Experience with data entry and management
- Ability to work and problem solve independent of supervisors
- Must be 18, have reliable transportation, and a valid driver’s license
- Must be very detail oriented
- Experience working in various field conditions and in inclement weather such as rain and heat while doing physical work for extended periods.

Employment

The Oceana Conservation District, as an Equal Opportunity employer, complies with applicable federal and state laws prohibiting discrimination. It is the policy of the Oceana Conservation District that no person, on the basis of race, sex, color, religion, national origin or ancestry, age, marital status, disability, or Vietnam-era status, shall be discriminated against in employment or promotions.

Employment with the District is “at will” and an employee may be terminated at any time with or without cause and with or without notice, subject to applicable state and federal laws. Employment is at the discretion of the Board and contingent upon factors determined by the Board including, but not limited to, available funding, job performance, changes in program direction or organization.

To Apply: Send cover letter, resume, and references as a single PDF to suzie.knoll@macd.org with “Invasive Species Technician/County Park Steward” in the subject line. Application deadline: March 31 at 5:00 P.M. EST.

Oceana Conservation District in an Equal Opportunity Employer and Program Provider