



CATALINA ISLAND CONSERVANCY

A responsible steward of its lands through a balance of conservation, education and recreation

JOB DESCRIPTION

POSITION: Plant Program Lead Technician – Native Plant Project
REPORTS TO: Plant Conservation Manager **STATUS:** Full Time Non-Exempt
UPDATED: May 2020 **DEPT:** Conservation

POSITION SUMMARY:

A Plant Program Lead Technician is a lead worker in providing necessary support and day-to-day implementation of assigned Conservation Department plant programs, projects, activities and/or facilities with specific duties focused in three broad programs: 1) Native plant management, horticultural and restoration and/or 2) Vegetation monitoring, depending on the Conservation Department needs and incumbent's skills and training. Duties will involve significant field work and assigned office support and administrative duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Act as lead worker in providing necessary support and day-to-day implementation of assigned Conservation Department plant programs, projects, activities and/or facilities, including but not limited to, the following:

- Lead worker for The Conservancy's native plant management project.
- Directly supervise field staff in the absence of Plant Conservation Manager.
- Train field staff, interns and volunteers on standard operating procedures for all programmatic operations.
- Ensure completion of administrative (e.g., scheduling, correspondence, filing, purchasing, billing) and logistical (e.g., vehicle and equipment maintenance) tasks.
- Conduct field inventories and monitor plant populations.
- Establish vegetation plots and transects, and measure quantity and abundance of native and invasive plants.
- Collect field observations of natural resources conditions.
- Map native and non-native plant populations by operating a Global Positioning System (GPS) unit.
- Input and update data and produce maps and other materials to guide daily field activities.
- Keep accurate and detailed records of management work.
- Oversee maintenance of equipment/field gear, vehicles, and project base yard, including proper storage of herbicides.

- Administer quality control for operations and provide constructive feedback to staff and supervisor.
- Contribute to creating and preserving a positive work environment and serve as a valued member of the field team.
- Conduct literature reviews, which may include gathering data and generating summaries or reports.
- Assist with the production of grant and funding proposals.
- Perform other duties as needed or assigned. Management reserves the right to assign and re-assign work at its discretion.

REQUIRED QUALIFICATIONS:

Knowledge and Skills:

- Experience with invasive plant management; and/or nursery management, horticultural and restoration; and/or vegetation monitoring.
- Familiarity with field-based ecological sampling especially plant-based methods.
- Knowledge of the Microsoft office suite, including Access, and ArcGIS.
- Aptitude to construct and produce reports, input data and conduct basic analysis of data.
- Acquaintance with being a member of or leading field crews with an understanding of basic supervisory principles and techniques for motivating and providing feedback to others.
- Knowledge of mechanical/chemical control techniques of invasive plant species and/or common horticultural practices relating to the propagation and maintenance of plants in a greenhouse environment.
- Skill with operating and maintaining small, mechanized equipment (chain saws, power sprayers, weed whackers, etc.).
- Ability to identify common native and invasive plants/animals.
- Competency with interpreting maps and aerial photographs and using a GPS unit for navigation.
- Strong interpersonal, organizational, and oral and written skills.
- Background in conducting or an ability to quickly learn administrative operations tasks and procedures.

COMPLEXITY/PROBLEM SOLVING:

- Strong analytical problem solving ability.
- Flexibility, willingness and ability to learn new tasks and take on new projects.
- Familiarity with basic principles of plant ecology and ecosystem science.
- Aptitude to balance a mix of office-based and field-based tasks.
- Capacity to design, implement and coordinate multiple projects.
- Ability to think creatively to solve problems or improve program efficiency.
- Able to work independently to achieve project goals.

COMMUNICATIONS/INTERPERSONAL CONTACTS:

- Ability to work with and communicate with a wide range of people including staff, vendors, outside researchers, permit applicants, volunteers and the public.
- Ability to work effectively under pressure with frequent interruptions.

- Ability to consistently demonstrate professional, positive, and approachable attitude/demeanor, and discretion and sensitivity in handling confidential information.

EDUCATION/EXPERIENCE:

- Bachelor degree in botany, plant ecology or other related field, or equivalent combination of education and experience.
- One to three (1-3) years of experience in field activities related to natural resources management, including the use of pesticides and/or horticultural practices.
- Experience using basic GPS (such as Trimble GeoXT) units and ArcGIS software.
- Familiarity with the Microsoft office suite (Access, PowerPoint, Excel).
- Must possess a valid California Driver's License and be able to operate a 4-wheel drive vehicle.

SECONDARY QUALIFICATIONS:

- Experience in conducting research and office administration; ability to identify a wide variety of native and invasive plants/animal.
- Familiarity with California natural communities, ecology and natural history.
- Working in and around helicopters.
- Possession of, or be able to obtain, a State of California qualified applicator certification.

DEMANDS:

- **Employee must live and work on Catalina Island.**
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The office environment has moderate noise levels and is a non-smoking environment. Smoking is allowed only at limited designated field sites. Field conditions are strongly weather-dependent and may be hot, dusty, cold, muddy, and/or wet depending on season and degree of exposure. Work may be conducted independently or with groups of staff and/or volunteers. Hiking conditions include steep, rugged terrain with occasionally encountering unstable rocky substrate, dense stands of poison oak and cactus and/or wild animals, such as bison and rattlesnakes.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Position involves functioning in both field and office environments. Field work involves manual labor; hiking long distances over rugged terrain and through dense scrub; and routine handling of plants. Field work requires the ability to drive project vehicles both on and off road, work in and around helicopters, and handle pesticides. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee must backpack, lift and/or move up to half their body weight. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.
- Conduct all operations according to accepted safety standards and established protocols, and acts to avoid potential safety incidents and assures that field crews follow all applicable protocols and standards.

COMPENSATION & BENEFITS:

The Catalina Island Conservancy offers a generous benefit package including, medical, dental, vision, paid vacation, sick leave, holidays and 403B.

INQUIRIES: Email jobs@catalinaconservancy.org and include your name, the job title, “Native Plant Program Lead Technician” in the subject line.