



## Vacancy Announcement

### Parkland Technician

**Posting Date: 21 November 2017**

#### **Position Identification**

Parkland Technician; Full-time; 40 hours/week; *FLSA non-exempt*

#### **Position Summary**

The Parkland Technician helps implement improvement projects within the publicly-owned quiet recreation parklands that the District manages through Resource Management contracts with various municipalities. S/He is responsible for:

- Assists with the development and implementation of annual work plans for each property;
- Supervises work crews, seasonal staff and volunteers on construction projects and other improvements on the parklands;
- Develops site plan designs, obtains permits, and other approvals for projects;
- Coordinates the acquisition of materials, contractors and other resources needed to implement projects;
- Works as part of the District's Conservation Team to maximize educational and community engagement aspects of those projects;
- Works closely with the Boardman River Program Coordinator on field work related to bottomlands management and river-related restoration activities.

#### **Relationships**

Reports to: Conservation Team Coordinator under guidance of Parkland Stewards

Supervises: Seasonal staff; work crews; volunteers

Works with: Conservation Team, Education Team, Invasive Species Network and Volunteers

External Stakeholders: Municipal landowners, park users, park neighbors, volunteers, and partner organizations

#### **Responsibilities and Duties**

##### Field Work (80%)

- Implements annual work plans and obtains necessary permits, easements, and approvals for each project;
- Secures materials, labor, and contractors as necessary for each project with approval of supervisor;
- Monitors the use and condition of the various parks to ensure they offer safe and enjoyable recreational experiences for their users;
- Oversees the care and maintenance of the District's vehicles and field equipment;
- Ensures that seasonal labor and volunteers are properly trained and use proper safety equipment;
- Engages volunteers to the maximum possible extent on parkland projects.

### Planning (10%)

- Develops site plans for parkland projects;
- Assists in the development and oversees the implementation of annual work plans and budgets for the properties;
- Assists with development and implementation of management plans for properties under the District's management.

### Management (10%)

- Provides supervision to seasonal staff, volunteers, or contracted crews working on parkland projects;
- Tracks staff time, materials, equipment, contractors, and labor used on all projects;
- Provides timely and accurate reports of same to the Conservation Coordinator.

### **Standards of Performance**

Success is measured by the degree to which:

- Annual work plans are accomplished and budget goals are met;
- The number of volunteers engaged in parkland project activities increases and their reported level of satisfaction averages good or better;
- Municipal landowners, donors, and other major stakeholders report being pleased with the status of the parklands;
- Volunteers, seasonal staff and contracted work crews are provided with training in safe use of the tools they will be using;
- Injuries to personnel are infrequent and minor;
- District vehicles and equipment are maintained in a safe and operable condition;
- The Technician is a collaborative member of the District Team.

### **Working Conditions**

The primary work place is in a typical office setting at the District's office in the Boardman River Nature Center in Traverse City, MI. However, most of the Technician's time will be spent in the field, primarily on municipal-owned, quiet recreation parklands. Must have the ability to traverse uneven, boggy and submerged terrain in a wide range of conditions and weather. The Technician will frequently be in the vicinity of crews using hand tools, power equipment, and heavy machinery and will frequently use that type of equipment him/herself. Must have the ability to lift materials of up to 75 pounds and move them short distances.

### **Required Knowledge and Experience**

#### Related Work Experience

- A minimum of two years of field work in construction or parkland management;
- Background in natural resource management, particularly related to parks and recreation management;
- Experience in the engagement and management of volunteers.

### **Formal Education or Equivalent**

- Bachelor's degree in a relevant natural resource field (preferred).

## Desired Skills

- Strong organizational skills
- Strong and proven ability to serve as a team-player
- Strong verbal skills and the willingness to lead volunteers
- Strong written communication skills with grant writing experience preferred
- Proficient in use of PC and Microsoft Office Suite
- Exhibits excellent social and interpersonal skills; relates effectively to diverse clientele and work groups
- Able to work efficiently outdoors in varying conditions and terrain
- Competent in backing-up a truck and trailer
- Proficient in the safe use of hand tools, chainsaws, and other construction related tools
- Able to design and install erosion control structures/measures and quiet recreational access systems in a parkland setting
- Proficient in the use of ArcMap software
- Familiar with natural resource and quiet recreation management plans
- Familiar with local flora and fauna identification

## Other

- Able to work flexible hours, including some evenings and weekends
- Willingness to attain a MI Commercial Pesticide Applicator License
- Must possess and maintain a valid driver's license

## Compensation

- Full-time, 40 hrs/week, *FLSA non-exempt*. Starting Wage: \$13/hr

## To Apply

Please email completed GTCD application, resume, cover letter and three professional references stating your suitability for the position based on required knowledge and skills to the Conservation Team Coordinator, Steve Largent at [slargent@gtcd.org](mailto:slargent@gtcd.org). The application can be found on the Grand Traverse Conservation District website [www.natureiscalling.org](http://www.natureiscalling.org). No calls please.

**Applications must be received no later than 11:59pm EST Sunday, December 31st, 2017, or until filled.**

**Preferred Start Date:** Monday, January 15<sup>th</sup>, 2018

*The Grand Traverse Conservation District does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, military service, disability or other non-merit factor.*