

Job Description

STEWARDSHIP SPECIALIST (rev 7/11/16)

ORGANIZATION:

The Oakland Township Parks and Recreation Commission (PRC) is a local elected park agency responsible for almost 1100 acres of Township park land as well as the Oakland Township portion of the Paint Creek Trail a regional rail trail and green space corridor. The PRC manages a 10-year park millage as well as a 10-year land preservation millage. These two millages fund all Township park/natural area acquisition, planning, development, operation and maintenance.

As one of the first communities in the state to place conservation easements on local parkland and to devote funds to natural areas preservation, Oakland Township has been ahead of its time in the identification, preservation, and protection of natural areas.

Oakland Township has demonstrated its long-term commitment to the identification and preservation of natural areas through the purchase of parks to protect these resources. Most of the parks acquired by the Township contain defined high-priority natural areas, including glacial lakes, prairie remnants, oak-pine barrens, and Clinton River tributaries. Conservation easements have been dedicated to protect key parkland natural areas.

POSITION:

The Stewardship Specialist position is a permanent, part-time, hourly position. Duties include management of park natural areas under the direction of the Natural Areas Stewardship Manager. Will provide technical expertise and coordinate staff and volunteers to effectively conduct ecological stewardship activities in Oakland Township parks. The Stewardship Specialist, as the Parks and Recreation Department's liaison with Township park visitors, will be expected to provide a positive impression when explaining ecological stewardship activities and furnishing information.

SUPERVISION:

Stewardship Specialists will be directly supervised by the Natural Areas Stewardship Manager who reports to the Parks and Recreation Director.

RESPONSIBILITIES:

- Implement and evaluate stewardship plans and activities as directed by the Natural Areas Stewardship Manager such as: invasive species control, plant installation, seed collection and processing, and protecting wildlife of concern
- Participate in prescribed fire activities
- Data collection, entry, organization, manipulation, interpretation
- Use GIS and GPS to map natural features within parks and create maps
- Monitor floristic quality of sites
- Document, track, monitor, and regularly report on all ecological stewardship activities
- Equipment repair and maintenance
- Assist with creation and management of contracts and grants

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- Train seasonal staff and volunteers on safe work methods, equipment use and maintenance
- Maintain inventory of natural areas stewardship tools, equipment, and supplies
- Supervise daily seasonal staff work under direction of the Natural Areas Stewardship Manager
- Plan and lead volunteer workdays, outreach programs, and educational events
- Coordinate and work with non-paid workers
- Interpret stewardship activities to the public in a positive manner
- Communicate natural areas topics to the public via newsletters, park website, and social media

POSITION REQUIREMENTS:

Must be familiar with current conservation issues and have knowledge of general biological and ecological principles as they relate to natural areas management; proficient in identification of Great Lakes region plant and animal species; proficient in operating GPS units and using GIS software; skill in field data collection and management; able to use and maintain power tools and hand tools safely; able to operate tractors and other equipment safely; possess a willingness to attain additional training (provided by township); possess an ability to perform physical work in harsh conditions and inclement weather; proficient at instructing and directing stewardship staff and volunteers; and able to work under minimal supervision. Must be willing to provide their own transportation if needed. Must be willing and able to work a flexible schedule, including occasional evenings and weekends.

QUALIFICATIONS:

Education

Stewardship Specialist should have or be working towards a BS/BA degree in conservation biology, ecology, natural resources management or related field, or have equivalent relevant experience.

Experience

Two or more years related work experience encompassing

- ecosystem restoration and management
- invasive species control, including herbicide application
- participation on prescribed fire crews
- seed collection and processing
- supervising and managing volunteers

Knowledge, Skills and Abilities

- Ability to establish and maintain effective working relationships with Township officials, civic organizations, other agencies, employees, and the public.
- Knowledge of safety regulations and procedures
- Knowledge of native and invasive flora and fauna, geology, and ecology of southern Michigan
- Knowledge of ecological role of fire and the techniques employed to use prescribed fire in urban natural areas.

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- Knowledge of best management practices to control invasive species while minimizing non-target impacts
- Proficient in identification of native and non-native flora of southern Michigan
- Ability to identify ecological threats to local native ecosystems and develop ecological objectives for the restoration and management of these natural areas using best management practices.
- Proficient in safe use and maintenance of land stewardship tools and equipment including: hand tools, brush cutters, chainsaws, tractors, chippers, and construction tools.
- Proficient in use of GIS software and GPS equipment to document natural features and create maps.
- Proficient in interpretation and working with maps/plans oriented toward natural resources, land use, development, or engineering/construction.
- Ability to oversee development and maintenance of native landscaping projects
- Ability to travel to attend and present at occasional meetings, including early morning and evenings.
- Ability to apply rules, regulations, and correct administrative practices, procedures, and policies.
- Ability and willingness to work flexible schedule including occasional evenings and weekends.
- Ability to perform physical work, sometimes under adverse conditions or in inclement weather.
- Proficiency in Microsoft Word, Access, Excel, Power Point, Publisher, and ESRI ArcMap
- Proficient in instruction, direction, and supervision of seasonal employees and volunteers

PHYSICAL REQUIREMENTS:

- Work requires the ability to operate a motor vehicle, to operate hand controls on equipment, the ability to distinguish colors and to hear audible alarms.
- Incumbent may be exposed to hazardous physical conditions and poor atmospheric conditions. In addition, the work may require seasonal exposure to extreme weather conditions, including rain, humidity, intense heat and sunlight.
- Ability to climb ladders, handle heavy brush, walk for extended periods, stand for long periods, perform routine moderate lifting and to carry up to 50 pounds in a backpack over rough, uneven terrain and wet and slippery surfaces.

SPECIAL REQUIREMENTS, LICENCES, AND CERTIFICATIONS:

- Must possess and present a valid Michigan driver's license (or be willing to obtain one) and a satisfactory driving record. No felony convictions. Driving and criminal background checks will be completed.
- Pre-placement physical exam at department's expense will be required.
- Must possess or be willing to obtain a Michigan Commercial Pesticide Applicator's License within 3 months of hire
- Must possess or be willing to obtain Red Cross First Aid and CPR training
- Must possess or be willing to obtain NWCG Wildland Firefighter Type II certification (S-130/190)