



Saving the Last Great Places

JOB DESCRIPTION

JOB TITLE:	BROKEN KETTLE PRESERVE ASSISTANT
JOB FAMILY:	Conservation Practitioner
JOB NUMBER:	8055
FLSA STATUS:	Exempt

ESSENTIAL FUNCTIONS – The Broken Kettle Preserve Assistant participates in preserve operations for The Nature Conservancy’s 3,500 acre Broken Kettle Grasslands Preserve, located in the Loess Hills just north of Sioux City, Iowa. The Assistant will help with preserve restoration and maintenance, management and development, and coordination of conservation programs. Work requires interaction with preserve visitors, neighboring landowners and partner agencies including the Plymouth County Conservation Board, Iowa Department of Natural Resources, and USDA Natural Resources Conservation Service. Specialized functions and duties include operation and repair of heavy machinery, equipment and vehicles; preserve facilities and building maintenance. Work also involves mowing and exotic species management including the use of herbicides; and basic prescribed burning activity. May assist with agricultural grazing leases, conservation easement monitoring, and field trips.

The Preserve Assistant is supervised by the Broken Kettle Preserve Manager.

Preserve Management – 50% of time

Help implement preserve management plans -- includes removing exotic species, collecting native seeds, mowing, and fencing. Assist with grazing management, easement monitoring, and legal paperwork (such as the preparation and monitoring of leases, contracts and rental agreements). Assist with prescribed burns. Perform manual labor as well as operate heavy machinery. Ensure that all tools and facilities (visitor kiosk, shop headquarters, and intern house) are in good repair and well organized. Keep a log of activities to allow for effective monitoring of restoration efforts.

Partner Assistance – 45% of time

Work with preserve neighbors on land management. Work with public partners to provide funding and technical assistance to private landowners. Assist with prescribed fire training.

Public outreach – 5% of time

Help visitors understand and access preserve safely. Lead field trips and make presentations. Coordinate volunteer programs.

REQUIRED KNOWLEDGE & SKILLS:

- BS/BA/AS/Technical or vocational degree in natural resources management or science-related field, and one to two years related experience in custodial and ecological land management or equivalent combination of education and experience.
- Experience working with or knowledge of natural systems. Ability to recognize plant and animal species as required to complete preserve management activities.
- Knowledge of ecological land management principles, including prescribed fire, ranch management, livestock and wildlife management.
- Knowledge of current trends and practices in conservation, land management, and natural resource preservation
- Ability to complete tasks independently and with respect to timelines
- Managing time and diverse activities under deadlines while delivering quality results
- Working knowledge of common software applications (e.g. Word, Excel, Web browsers). Working knowledge of GIS, GPS, and databases desired.
- Ability to communicate clearly via written, spoken, and graphical means.
- Ability to operate various types of equipment in a safe and efficient manner (lawn mower, chainsaw, tractor, two-way radio, etc)
- Ability to follow instructions from colleagues
- Ability to perform physical work, sometime under adverse conditions or in inclement weather
- Ability to obtain required licenses or certifications, such as first aid, CPR, herbicide application, driver's license.
- Ability to carry a 25-pound pack over 2 miles of level terrain in 30 minutes or less. Ability to complete/pass S130/190.
- Familiarity with NRCS programs a plus.
- Assist with management on other preserves as needed.

COMPLEXITY/PROBLEM SOLVING:

- Interprets guidelines, evaluates information, and modifies processes to adapt to changing circumstances.
- Resolves preserve management problems independently as delegated
- Resolves routine issues independently, consulting with supervisor to develop plans for resolution of complex and unusual problems.
- Monitors the progress of work groups toward achieving preserve management goals. Includes compiling data, keeping partners informed, and working with supervisor to resolve questions or problems.

DISCRETION/LATITUDE/DECISION-MAKING:

- Performs under minimal supervision, consulting with supervisor in event of unusual circumstance or complex issue.
- Make day-to-day decisions as delegated by supervisor.

RESPONSIBILITY/OVERSIGHT – FINANCIAL & SUPERVISORY:

- Will work within/manage a budget to complete projects. May include negotiating and contracting with vendors and assisting with budget development.

- May work under close supervision or infrequent supervision
- Supervises no staff, but may help plan, direct, lead or monitor preserve work groups, including other staff, interns or volunteers.

COMMUNICATIONS/INTERPERSONAL CONTACTS:

- Builds cooperative relationships and collaborates with diverse groups -- including local land owners, conservation partners, government officials, seasonal TNC staff, scientists, volunteers, donors, board members, and the general public,
- Provides and obtains needed information, recruits support for the Conservancy. and publicizes Conservancy efforts
- Ability to convey work instructions to other preserve management team members, including volunteers.
- Ability to interact with preserve visitors and to convey basic preserve information, possibly leading preserve field trips.
- Ability to function productively as a member or leader of a work team.

WORKING CONDITIONS/PHYSICAL EFFORT:

The Preserve Assistant may work in variable weather conditions, at remote locations, on difficult and hazardous terrain, and under physically demanding circumstances.

These conditions:

- require considerable physical exertion and/or muscular strain
- present frequent possibility of injury
- require long hours in isolated settings

To apply please send:

1. letter of application
2. resume
3. at least three references to:

Laura Norian
The Nature Conservancy
303 Locust Street, Suite 402
Des Moines, IA 50309
(515) 244-5044 phone
or
iowajobs@tnc.org

APPLICATION DEADLINE: Sept 22, 2006

THE NATURE CONSERVANCY IS AN EQUAL OPPORTUNITY EMPLOYER