



Ottawa Conservation District
Position Announcement

West Michigan Cooperative
INVASIVE SPECIES
MANAGEMENT AREA

The Ottawa Conservation District is seeking a Hemlock Woolly Adelgid (HWA) Project Leader to work out of the Ottawa Conservation District. This position will carry out work for the West Michigan Cooperative Invasive Species Management Area (WMCISMA) funded by Great Lake Restoration Initiative (GLRI).

Date: 30 June 2017

Title: HWA Project Leader

Number of Positions: 1

Location: Based in Grand Haven and the Ottawa Conservation District. Assignments performed throughout the WMCISMA Counties.

Position Details: This is a grant funded, limited term, and non-benefitted position through approximately April-June 2019. This position will be up to 40 hours per week, but hours can vary due to work load and weather conditions.

Compensation: \$17.50/hour

Closing Date: July 24, 2017

Position Description

The WMCISMA is hiring a HWA Project Leader to work out of the Ottawa Conservation District office but daily travel to survey destinations will be required. The successful candidate will be responsible for leading the work of a GLRI proposal to conduct field-based surveys and mapping of HWA throughout West Michigan.

Under the direction and supervision of the WMCISMA Coordinator, the HWA Project Leader will work to address HWA in West Michigan. The HWA Project Leader will create work plans, supervise data collection and entry, and carry out the field work included on this project. Surveys will be carried out on properties containing, and adjacent to, those with HWA. This will involve confirming presence or absence securing permission for a contract to follow up with treatments. Data entry and management will be a key function of this position.

This individual will work with landowners to secure permission for surveys and treatments. Data will be collected using handheld GPS units and information recorded on data sheets. Additional duties include data entry using Microsoft Excel, maintaining accurate and detailed records, maintaining equipment, reporting data, conducting outreach events, and attending meetings.

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

While working in the field, the HWA Project Leader will be subject to inclement weather such as rain, snow, and extreme heat while doing physical work such as hiking for extended periods with heavy equipment. This also requires the employee to have sufficient strength to navigate through uneven terrain equipment as well as the ability to lift supplies weighing up to 50 lbs. with little to no mechanical or other assistance.

Desired Qualifications:

- Bachelor's degree required in Natural Resource Management, or related field and at least 2 years of experience in invasive species control or land management
- Preferred possess a Michigan Pesticide Applicator's Certification (Categories 2, 3B, and 6)
- Experience developing and coordinating work plans and providing leadership for a team
- Ability to recognize and properly identify invasive species
- Knowledge of invasive species control techniques
- Experience in various invasive species control methods, especially herbicide
- Proficient in Microsoft Office suite (Word, PowerPoint, Publisher, Excel)
- Ability to work and problem solve with little to no on site supervision
- Experience with data entry and management
- Must have valid driver's license
- Must be detail oriented
- Be able to collaborate with others as well as motivate others with differing points of view
- Experience working in various field conditions

To Apply: Send cover letter, resume, and references as a single PDF to drew.rayner@macd.org with "WMCISMA HWA Project Leader" in the subject line. Application deadline: July 24th at 5:00 P.M. EST.

If you have any questions, please call Drew Rayner at (616) 402-9608