Position Opening

POSITION: Ecological Reserves Logistics and Systems Specialist II (CSE Employees Only)
STATUS: Part-time / Non-benefitted / Hourly / Non-exempt
COMPENSATION: $20.00 - $23.00 per hour
DEPARTMENT: Big Chico Creek Ecological Reserve (BCCER)
LOCATION: Big Chico Creek Ecological Reserve (BCCER), BCCER downtown office and the surrounding community.
RECRUITMENT ID: 159
RESIDENCY: Candidate must be a California resident. Chico State Enterprises is not a sponsoring agency for staff and management positions (i.e. H-1B Visas).

ESSENTIAL JOB FUNCTIONS: Under the supervision of the Ecological Reserves Project Manager, Facilities and Maintenance Coordinator, or Fire and Flora Coordinator responsibilities include systems development, maintenance, and project management elements.

Project Management Elements:
- Assist in coordination of day-to-day field operations
- Coordinates the usage of tools, vehicles, and other equipment
- Assist when needed with field crew projects including crew supervision
- Assists the project manager and crew supervisors to ensure compliance, intended outcomes, and future funding
- Assists in managing and assuring compliance with all environmental permits and regulations governing Reserve activities
- Helps oversee day-to-day operations of field crews and trainings
- Develops and manages the work order system of the Facilities and Maintenance program at the BCCER.

Duties include:
- Designing and maintaining a work order system
- Tracking workflow and task completion
- Ensuring completion of tasks
- Reporting to upper management
- Tracking expenditures of the Facilities and Maintenance program and assisting with budget development
- Coordinates monthly safety committee meetings. Duties include:
- Creating agenda and facilitating meeting
- Coordinating with managers to ensure action items are complete

Systems development Elements:
- Overseeing the development and implementation of asset management plans including:
  - Checkout systems for equipment and vehicles
  - Documented training system for land stewards regarding equipment and vehicles
Scheduled maintenance system for vehicles and equipment
• Coordinating with management to reach consensus on goals and priorities related to land steward skills development and crew cohesion
• Providing advice and guidance on use of facility/asset management data systems

Maintenance Elements:
• Coordinates and performs repairs and tracks regular maintenance of vehicles and equipment
• Developing and overseeing vehicle inspections. Duties include:
  o Supervising Land Steward vehicle inspectors
  o Creating system for vehicle service logs
  o Maintaining vehicle service logs
• Other duties as assigned

EMPLOYMENT STANDARDS:

Qualifications:
• Experience performing duties like those described above.
• An understanding of conservation of natural and open space resources.
• Ability to communicate well with a wide variety of constituents including volunteers, student staff and interns, visitors to the reserves, faculty, and staff.
• Experience supervising others.
• Manage time and complete tasks independently.
• Possess a valid California driver’s license, and a good driving record.
• Participation in the DMV Employer Pull Notice Program (driving record) and fingerprinting.

Preferred Qualifications:
• Bachelor’s degree in Environmental Science, Geography, or related field.
• Knowledge and experience conducting ecological monitoring or surveys.
• Wildland Fire Chainsaw Training S-212
• Basic Fire Fighter II or equivalent
• Flora and Fauna identification skills and experience.
• Familiarity with a variety of hand tools including chainsaws, brush cutters, and small equipment.
• Defensive Driver Certification.
• Wilderness First Responder certification

Additional Requirements:
• Sedentary and physical labor.
• Capacity/willingness to work in extreme weather conditions.
• Ability to lift/carry up to 50 pounds unassisted.
• Must be a current Chico State Enterprises Employee.

COMPLIANCE REQUIREMENTS:
• Candidate must be in possession of valid driver’s license and automobile liability insurance.
Participation in the DMV Employer Pull Notice Program (driving record) is required. The candidate will be required to update their insurance with Chico State Enterprises Human Resources when necessary.

BENEFITS:
- Up to 40 hours (5 days/year) accrued sick leave.

HOW TO APPLY:
To be considered, submit the following documents by June 14th, 2024. Documents submitted after this date may not be considered.
- Resume
- Cover Letter

BY DROP BOX: https://csuchico.app.box.com/f/881a81e396774babab49b120e4c19ead
BY EMAIL: csejobs@csuchico.edu

Paper applications will not be accepted; however, Chico State Enterprises is an Equal Opportunity Employer and is happy to provide reasonable accommodations to applicants at any step of the application process. If you need assistance in this regard, or are having technical difficulties, please contact the Human Resources office at 530-898-6811 or csejobs@csuchico.edu prior to 5:00 pm on the document deadline date. The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER:
Chico State Enterprises is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Enterprises’ policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work.