Position Opening

POSITION: Flora and Fire Manager (For CSE employees only)

STATUS: Full-time / Benefitted / Hourly / Non-exempt

COMPENSATION: $31.00 - $42.00 per hour

DEPARTMENT: Big Chico Creek Ecological Reserve (BCCER)

LOCATION: Big Chico Creek Ecological Reserve (BCCER), 35 Main Street, and various project site throughout California

RECRUITMENT ID: 186

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: The Fire and Flora Manager plans and implements projects related to prescribed fire and botanical training, research, and management as associated with the Chico State Big Chico Creek Ecological Reserve program.

SUPERVISES: Ecological Reserve Supervisors, Fire and Flora Coordinator, RX Fire Research Coordinator, Land Steward I and II’s, student assistants, contractors, outside researchers, and volunteers.

Under the supervision of the Ecological Reserves Director, responsibilities include:

Administrative (25%)

- Advises and assists with grant development, coordinating work, and outcomes reporting.
- Assists with fundraising and event coordination.
- Develops contracts and coordinates contractors for prescribed fire projects and training.
- Identifies and secures funding for prescribed fire and botanical management projects.
- Coordinates with local agencies on prescribed fire project permitting.
- Represents the Ecological Reserves on local and statewide committees and organizations.

Programmatic (65%)

- Manages day to day field operations in support of prescribed fire implementation and research projects on and off property.
- Manages and is responsible for all prescribed fire project deliverables.
- Plans and implements prescribed fire projects, research, and training.
- Coordinates usage of tools, vehicles and other equipment to support prescribed fire projects.
- Hires, schedules, manages, and supervises Land Stewards, student employees, and volunteers related to botanical or prescribed fire projects.
- Serve as ecology and restoration advisor across all programs and projects.
- Coordinates and performs botanical surveys on and off property.
- Develops and delivers botanical training across all programs and projects.
- Assist when needed with groups at the BCCER and external project sites, this includes faculty field trips and research activities; students with research projects; partner/collaborator visits, and community workshops.
• Develops and implements safety procedures, training, and tracking related to prescribed fire and botanical projects on and off property.

Maintenance (10%)

• Coordinates repairs on fire related supplies and equipment.

EMPLOYMENT STANDARDS:

Qualifications:
• Requires a master’s degree in biology, environmental science or related field.
• Requires three years’ experience performing duties like those described above including experience performing strenuous physical work.
• Experience/knowledge with fire ecology and firefighter qualifications (minimum FFT1 Federal or equivalent).
• Experience in at least three years of personnel management.

Physical and Mental Requirements:
• Knowledge/ability to operate and maintain power tools and hand tools (chainsaws, brush cutters and other small equipment).
• Knowledge/ability to operate and perform maintenance on: 4x4 vehicles (automatic and manual transmissions), tractors and 4x4 utility vehicles (ATV and UTV).
• Expertise in native/non-native plant species specific to Northern California.
• Ability to communicate effectively (written and verbal) to staff, volunteers, students, faculty, and the public.
• Ability to manage time and complete tasks independently.
• Ability to lift/carry up to 50 lbs. unassisted.

Environmental Working Conditions:
• The physical environment requires the employee to work both inside (50%) and outside (50%) in heat/cold, wet/humid, and dry/arid conditions.
• The position will involve a mixture of both sedentary and physical labor.

Additional Requirement:
• Interest and ability to obtain a California Burn Boss (CARX) certification within the next five years.
• Must be 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:
Benefits for employees working 30 hours or more per week include employer paid life insurance ($50,000) and long-term disability; options for health, dental, and vision insurance; FSA; 15 paid holidays including 1 personal holiday; vacation accrual (initially 10 days/year); sick leave (up to 12 days/year); employer contributions to your 403(b) retirement plan (up to 8%).

HOW TO APPLY:
To be considered, submit the following documents by July 30th, 2024. Documents submitted after this date may not be considered.
  • Resume

BY DROP BOX: https://csuchico.app.box.com/f/e00a05d82aec4d029c10951b2a20f54c
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.