POSITION: Ecological Reserves Field Coordinator II
Full-Time / Benefited / Salary / Non-Exempt

RECRUITMENT ID: 664

LOCATION: Big Chico Creek Ecological Reserve (BCCER), Butte Creek Ecological Preserve (BCEP), and 35 Main Street

COMPENSATION: $4,506 - $5,547 per month plus benefits. Pay commensurate with experience.

OVERVIEW: The Ecological Field Coordinator executes the continuous preservation of the reserves owned by the Research Foundation of the California State University.

SUPERVISES: Land Stewards, student assistants, contractors, students, interns and volunteers.

ESSENTIAL JOB FUNCTIONS: Under the supervision of the Ecological Reserves Director, responsibilities include:

Administrative (20%)
- Assist Ecological Reserves Director with budget development and execution.
- Assists in grant development, coordinating work, and outcomes reporting.
- Assists with fundraising and event coordination.

Programmatic (55%)
- Coordinates day to day Reserve field operations and field projects.
- Coordinates and responsible for project and grant deliverables.
- Develops contracts and coordinates contractors for field projects.
- Coordinates development and execution of annual prescribed burn plan and program.
- Coordinates and performs field work including invasive plant eradication; vegetative fuel management, fence repair; road and trail maintenance using a variety of hand, mechanical and power tools.
- Hires, schedules, manages and supervises Land Stewards, student employees, and volunteers.
- Develops, maintains and oversees Safety and Training Program for Reserve staff and volunteers.
- Develops and maintains Field Operations Manual for regular Reserve activities.
- Assist when needed with groups at the BCCER & BCEP, this includes: faculty field trips and research activities; students with research projects; coordinating (using RAMS) and leading community hikes.
- Facilitates hunt program and acts as Hunt Safety Officer.

Maintenance (25%)
- Coordinates and performs repairs and tracks regular maintenance of vehicles and equipment.
- Maintains infrastructure and coordinates infrastructure projects.
- Develops and maintains Scheduled Maintenance Program for vehicles and equipment.

EMPLOYMENT STANDARDS:

Qualifications:
- Requires a Bachelor’s degree in biology, environmental science or related field.
- Requires three years’ experience performing duties similar to those described above including experience performing strenuous physical work.
- Preferred experience/knowledge with fire ecology and firefighter qualifications.
- Experience in at least on year of personnel management.

DISCLOSURE OF CAMPUS CRIME STATISTICS
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website: http://www.csuchico.edu/up.
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).
- Knowledge of basic construction and steel fabrication desired.
- Knowledge of 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 (25%) and outside (75%) in heat/cold, wet/humid, and dry/arid conditions.
- The position will involve a mixture of both sedentary and physical labor.

Additional Requirement:

- Must possess valid CA driver’s license and have good driving record. Ability to obtain Class B license upon hire.
- Ability to obtain certified pesticide applicators license upon hire.
- Must be able to successfully clear a DOJ/FBI fingerprinting check (Live Scan) prior to employment.

BENEFITS: Benefits include employer paid life insurance ($50,000) and long-term disability; options for health, dental, and vision insurance; FSA; 14 paid holidays including 1 personal holiday; vacation accrual (up to 24 days/year); sick leave (up to 12 days/year); employer contributions to your 403(b) retirement plan (up to 8%).

APPLICATION REQUIREMENTS: Application and announcement can be located on our website. In order to be considered, applicants must submit the following:

- CSU, Chico Research Foundation application
- Cover Letter
- Current resume

APPLICATION DEADLINE: Open until filled. Application review begins August 12, 2019. Applications received after August 11, 2019 may not be considered. Applications can be submitted:

BY MAIL: CSU, Chico Research Foundation
25 Main Street, Suite 206
Chico, CA 95928-5388

BY IN PERSON: CSU, Chico Research Foundation
25 Main Street, 2nd Floor suite 206
Chico, CA

BY EMAIL: rfhrjobs@csuchico.edu

BY FAX: (530) 898-3391

For questions, please contact the Research Foundation Human Resources office:

BY PHONE: (530) 898-6811 or VISIT OUR WEBSITE: http://www.csuchico.edu/rfdn/

The employer is the CSU, Chico Research Foundation, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.