

Columbia Land Conservancy, Inc.

Job Description

Position Title: Public Lands Steward

Position Status: 30-35 hours per week/Non-Exempt

Reports to: Public Lands Manager

General Position Summary: Works with PCA team and the Director of Conservation Programs (DCP) on the management and maintenance of CLC's owned or managed public conservation areas; ensures that the conservation areas are maintained to provide a safe and positive user experience.

Essential Functions:

- **Public Lands Maintenance:** Works with other PCA staff and DCP to ensure that the PCAs provide a safe and positive user experience by inspecting sites for safety or management issues; maintaining public areas and improvements (trails, parking areas, bridges, kiosks, and other areas designated for regular public use) in a safe and aesthetic manner; and implementing habitat management projects. Works with CLC staff to post PCA boundaries.

Maintenance tasks may include lawn/entrance/recreational area mowing, plowing, weed-whacking, pruning, brush-clearing, tractor work, grading, drainage, trail repair and construction, chain-saw use, poison-ivy control, site clean-up and enhancement. Operates and maintains (in accordance with CLC safety protocols) power and manually operated equipment to accomplish the above described tasks (e.g. chain saws, pruners, clippers, lawn mowers, chippers, weed-whackers, tractors, ATV, Gator, brush hogs, hand tools, etc.).

- **Public Lands Improvements/Development:** Assists with the development of PCA master plans; and assists with site design and implementation of improvements, landscaping and habitat improvement plans. Constructs and/or installs general public access and recreation improvements (i.e. benches, boardwalks, footbridges, split rail fencing, trails, and signage).
- **Outreach and Community Relations:** Demonstrates an enthusiasm for the public lands program, as well as CLC and its mission and goals; cultivates PCA neighbors, town officials, CLC supporters and the general public to build community support for CLC. Assist with volunteer "work days" and CLC events.
- **Administrative:** Assists with developing PCA work plans, schedules and priorities.

Minimum Qualifications:

- High school diploma or GED and 2 years' experience in land management or a science-related field;
- Experience operating and maintaining various types of equipment in a safe and efficient manner (e.g., lawn mower, chainsaw, string trimmer or similar equipment);
- Must be comfortable working in variable weather conditions, under physically demanding

- circumstances and/or at remote locations;
- Must have strong organizational skills and attention to detail;
- Must have strong written and verbal communication skills;
- Must be able to obtain related licenses or certifications as required (e.g., First Aid, CPR, herbicide application, chainsaw certification and a clean driver's license).

Preferred Qualifications:

- B.S. Degree or progress towards a B.S. Degree in a biological science, land use planning or a related field;
- Working knowledge of natural systems in New York;
- Knowledge of current trends and practices in conservation, land management and natural resource conservation;
- Have experience using GPS and GIS software;
- Ability to function productively as a member or leader of a work team;
- Ability to recognize plant and animal species in New York;
- Ability to identify invasive plant species common to New York and have experience with controlling and monitoring restoration projects;
- Experience working with volunteers; and
- Ability to contribute to a collaborative working environment in support of the Columbia Land Conservancy mission.

Physical Demands: The job requires significant amount of strenuous activities in the out-of-doors, including the ability to lift 75+ pounds on an occasional basis, and work outdoors in a variety of weather conditions. Employee must have full range of motion for strenuous activities such as: hiking, sawing, use of power and manual tools, and hauling. The hikes through properties may or may not have developed trail systems and occasionally consist of steep terrain. Some customary office duties as performed at a desk (may require periods of sitting and computer typing).

Work Environment: Predominantly outdoors, with some indoor office work. Office work is primarily sitting at a desk with a computer or in meetings. The position requires regular and frequent travel throughout Columbia County with occasional travel within the region and beyond for meetings, conferences, and trainings; driving to sites may require use of personal vehicle.