

Macon County Conservation District

Job Title: Natural Resource Manager
Department: Operations
Reports To: Director of Operations
Position Status: Non-Exempt

Summary:

Under general direction of the Director of Operations, this position performs a wide variety of assigned and self-initiated tasks and projects designed to improve the ecological health of Conservation District lands. Work involves planning, directing, and participating in natural resource activities requiring the coordination of work between assigned personnel, departments, volunteers, consultants, and contractors.

Qualifications:

- Four (4) year degree with major courses in Natural Resource Management, Restoration, Ecology, Biological Sciences, or related field and three (3) years' experience in natural resource work including one (1) year supervisory experience.
- Knowledge and experience working with the principles, practices, and techniques of natural resource management as applied to Illinois ecosystems.
- Must possess a valid Class A CDL Illinois Driver's License or have the ability to obtain within the first year of employment in this position.
- Must possess a current Illinois Pesticide Applicators License or have the ability to obtain within the first four (4) months of employment in this position.
- Must possess an Illinois Prescribed Burn Manager Certification or have the ability to obtain within the first two (2) years of employment in this position.
- Must possess Geographic Information System certification or have the ability to obtain within the first year of employment in this position.
- Must successfully complete a pre-employment background check and drug screen.

Essential Functions:

- Supervise and direct Area Superintendents as well as additional assigned staff including seasonals, volunteers, consultants, and contractors in restoration and land management tasks.
- Develop, coordinate, plan, carryout, and supervise natural resource management programs and projects including field inspections, flora/fauna studies and inventories, prescription burning, invasive and exotic species control, reforestation, prairie/grassland seeding, wetland and wildlife management.
- Coordinate with local government agencies and organizations on cooperative projects.
- Manage, plan, and coordinate land management work, tasks, and projects with Area Superintendents.
- Manage Conservation District's archery deer and upland game hunting programs.
- Oversee and maintain the Macon County Big Tree Search program.
- Oversee and provide direction on all forestry management projects.
- Monitor and oversee management of all wetlands activity.
- Interview, hire, train, and evaluate full-time and seasonal staff.
- Develop and evaluate annual project budgets and long term goals and resource needs.
- Implement or revise programs.

- Coordinate with the Volunteer Coordinator regarding utilization of volunteers for natural resource efforts.
- Develop and implement written restoration plans and ecological monitoring for new and existing projects.
- Provide direction, planning, and implementation to Area Supervisors on prescribed burn operations.
- Responsible for preparation of grant applications and grant reports.
- Operation, maintenance, and safety of equipment associated with various aspects of natural resource management.
- Provide technical assistance to the Program Services Department in their development of natural resource management and ecological education programs.
- Assist with special projects pertaining to facility maintenance and land management as assigned.
- Attend meetings of the Board of Trustees, Board committees, and public committees and provide periodic information as requested.

Physical, Cognitive, and Mental Demands:

- Must be comfortable working around general population in public areas.
- Ability to lift up to 50 pounds and carry for a minimum of 25 feet.
- Physical dexterity and fine motor skills are essential to operate machinery and equipment.
- Color vision and acute sense of smell are essential.
- Position will be exposed to various weather conditions including extreme heat, cold, rain, snow, and ice.
- Protective clothing must be worn when applicable.
- Exposure to indoor environmental conditions include lighting and temperature.
- Occasional hazardous working conditions exist in outdoor work performed as a function of this job.
- Position will be exposed to certain herbicides, pesticides, and fertilizers.
- Must possess good problem-solving ability.
- Must be able to comprehend directions and implement them with the ability to relay directions to others.
- Must use good safety awareness and judgment.
- May be required to respond to emergencies.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

NOTE: To perform this job successfully, an individual must be able to perform each primary responsibility satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required to do that. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.