



The Land Conservancy of San Luis Obispo

Field Coordinator Job Description

Position Type:	Field-based, Full Time (40 Hours per week), Hourly Non-Exempt
Starting Salary:	\$20-\$25 per hour (DOE)
Benefits:	Health insurance contribution, 401K match, Paid Time Off (PTO), paid holidays, and basic dental and vision plans

Overview

The Land Conservancy of San Luis Obispo County is a local, private, non-profit land trust working to safeguard and enhance farms, ranches, wild lands, and parks for the benefit of people and wildlife on the Central Coast. The organization strives to create a fun, inspiring and team-oriented work environment.

The **Field Coordinator** position is a primarily field-based position, playing an essential role in the on-the-ground implementation of the Land Conservancy's stewardship projects and daily operation of the Land Conservancy's Field Crew. The Field Coordinator position works in some of San Luis Obispo County's best habitats, from remote coastal dunes systems and oak woodlands, to wetland and riparian restoration sites. Working closely with the Land Conservancy's Stewardship team, The Field Coordinator assists in planning, development and implementation of conservation and restoration projects on Land Conservancy owned properties and in contract with local land management agencies.

The position of Field Coordinator is multi-faceted and demanding, but has opportunity for enormous rewards. Successful candidates will demonstrate high standards, compassion, excellent judgment, and the desire to devote themselves to carrying out The Land Conservancy's mission. The position requires both supervisory and technical aptitude, and a high level of comfort in a strenuous but beautiful outdoor work environment. The Field Coordinator reports directly to the Field Manager, while working closely with the Senior Stewardship Manager and the Senior Restoration Ecologist, to achieve Stewardship team goals.

Essential Duties of the Job

Field (85%)

1. Reports daily to field office to manage and participate in the day-to-day operation of The Land Conservancy's Field Crew.
2. Participates in daily restoration and stewardship projects which primarily focuses on invasive plant management by chemical and mechanical methods, planting and maintaining native vegetation, trail maintenance, and fence construction and repair.

3. Train and motivate a crew of up to four seasonal Field Technicians to efficiently complete conservation projects on public and private lands.
4. Provide leadership and training in the safe and efficient application of herbicides, and the repair and maintenance of backpack sprayers and spray rigs.
5. Monitor, manage, and promote physical and emotional wellbeing of Field Technicians to ensure a healthy crew community.
6. Implement safety and environmental awareness training via formal and informal lessons for the professional development of the field crew.
7. Provide leadership and training in the operation of UTV/OHVs, tractors, and vehicles with trailers, following safety guidelines and procedures.
8. Travel in sensitive environments with special attention to minimizing travel impacts.
9. Coordinate project logistics with project sponsors, project managers, and contractors.
10. Maintain onsite compliance with all permits.
11. Assist with materials procurement for restoration and stewardship projects.
12. Assist in herbicide reporting, field logs, and other data collection.
13. Native and non-native plant identification.
14. Assist Senior Restoration Ecologist with project monitoring.

Building and Equipment Maintenance (10%)

1. Develop and implement maintenance schedules for equipment and facilities.
2. Perform minor repairs to herbicide sprayers, small engines, and other tools/equipment.
3. Perform repairs to Land Conservancy property infrastructure as directed by Stewardship manager and Field Manager.
4. Daily upkeep of field facilities, including field office, tool sheds, greenhouse, and chemical storage shed.

Administration (5%)

1. Complete professional documentation of time sheets, daily and weekly reports, Field Technician and peer evaluations, and incident reports.
2. Regularly communicate project status and needs with the Field Manager, and other managers. Work with managers to prioritize and balance demands of concurrent projects.
3. Assist in the recruitment and hiring of seasonal Field Technicians.

Required Qualifications - Job Skills and Knowledge

1. A commitment to the mission of The Land Conservancy which is to permanently protect and enhance lands having important scenic, agricultural, habitat and cultural values for the benefit of people and wildlife.
2. Willingness to work with and spray herbicide/chemicals on a regular basis.
3. Ability to read and understand warning labels and follow instructions on equipment, restrictions on the use of chemicals, and training documents related to the use of equipment and chemicals.
4. Experience with the use of hand tools such as shovels and hoes, and power tools such as drills and saws.

5. Experience with mechanical equipment – ability to safely start, run, and make minor repairs.
6. Experience in the area of plant installation, irrigation, and landscape maintenance.
7. Ability to safely drive 4-wheel drive trucks and OHV's on rough, narrow, steep, or sandy terrain.
8. Ability to walk 5 miles per day in the dune environment. This includes walking on soft ground and climbing steep sand dune hillsides with a backpack sprayer and/or other field equipment.
9. The ability to lift and carry 35 lbs. repeatedly as part of daily activities.
10. Ability to manage one's susceptibility to allergies that could result from exposure to dust or pollen.
11. Final candidates must undergo a standard physical examination and provide proof of such to The Land Conservancy prior to being hired. Conditional employment offers will be based on successful completion of the pre-employment medical exam.

Required Qualifications - Work Ethic

1. Experience as part of a team working in an outdoor environment. Ability to adapt to challenging work environments as a team to perform tasks in an efficient and thorough manner. Motivates fellow crew members and encourages positive and productive work environment.
2. Respects the land and works to perform restoration work in least invasive method possible.
3. Available on a regular basis for work and is regular in attendance, for 8 hours per day, 5 days per week. No weekend work is required. The Field Coordinator position has limited schedule flexibility during the Field Crew season.
4. Work at a steady and consistent pace without the need for constant supervision.
5. Self-starting – takes initiative during projects.
6. Detail Oriented – methodical and observant of native and invasive plants.
7. Focused – Ability to focus on job at hand, with minimal distraction from phones.
8. Safety Conscious – prioritize safety of yourself, crew members and the public throughout projects. Reports safety hazards to supervisors immediately.
9. Respect and care for tools and equipment used on a daily basis.

Preferred Qualifications

1. Knowledge of the native plants and animals of California and San Luis Obispo Area. Ability to learn and identify plants and record field observations in field log.
2. College degree in Biology, Natural Resources, Environmental Studies or related field. One year of relevant experience may be substituted for each year of required education.
3. Possession of a Qualified Applicators License (QAL) or familiarity and experience working with herbicides.
4. Current CPR and First Aid, Wilderness First Aid or Wilderness First Responder.
5. Prior experience in carpentry, fence construction, and building maintenance.
6. Experience and knowledge of trail construction and maintenance.
7. Ability to safely drive vehicles with a manual transmission, trailers, and vehicles with limited visibility.

General Duties

1. Provide own transportation to The Land Conservancy's Field Office, which is located Five (5) miles south of San Luis Obispo and Office facilities in downtown San Luis Obispo.
2. Be mindful of personnel policies and procedures.
3. Be respectful and professional; avoid behavior that would interfere with the work of others.
4. Maintain a professional separation between work and personal activities.

5. Maintain positive attitude.
6. Take direction from supervisor; implement suggested changes in the job functions and procedures in a prompt and respectful manner.
7. Identify problems and suggests solutions.
8. Be conscious of safety hazards and report issues to supervisor immediately.
9. While Public contact is a minor part of the Field Coordinator position, it is important to extend a warm and friendly face to the public as a representative of The Land Conservancy.
10. Other duties as required by Manager or Supervisor.

Physical Job Requirements

To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the Essential Duties of the job.

"F" for frequently; "O" for occasionally; "N" for not at all.

Physical

On the job, the employee must:

- (F) Bend
- (F) Sit
- (F) Squat
- (F) Stand
- (F) Crawl
- (F) Walk
- (F) Climb
- (F) Push/Pull
- (F) Kneel
- (F) Handle objects (Manual dexterity)
- (F) Reach above shoulder level
- (F) Use fine finger movements
- (F) Walk in excess of five miles per day in a strenuous environment
- (O) Other: Operate power equipment

Must carry/lift loads of:

- (F) Light (up to 25lbs.)
- (F) Moderate (25-50lbs.)
- (O) Heavy (over 50lbs.)

Mental

On the job, the employee must be able to:

- (F) Read/comprehend
- (O) Write
- (F) Perform calculations
- (F) Communicate orally
- (F) Reason and analyze
- (O) Recognize and report safety issues
- (F) Differentiate between wanted and unwanted plant species

Environmental

On the job, the employee:

- (F) Is exposed to excessive noise
- (O) Is around moving machinery
- (F) Is exposed to marked changes in temperature and/or humidity
- (F) Is exposed to dust, fumes, gases
- (O) Drives motorized equipment
- (O) Works in confined quarters
- (F) Exposed to strenuous outdoor environments; cold, hot, windy, rainy.
- (F) Other: Works with chemicals including toxic glues and herbicides.

Reporting Responsibilities

The Field Coordinator reports directly to the Field Manager. The Field Coordinator is expected to coordinate with the Stewardship team within the organization.

Standards of Performance

The Field Manager, in accordance with the listed Job Functions, will evaluate performance at the first 90 days of employment, then on an annual basis thereafter. Evaluations will be conducted through a meeting with the Stewardship Director and the Field Manager and will be documented. Informal meetings are encouraged throughout the year.

Field Coordinator

Date

Stewardship Director

Date