The Land Conservancy of San Luis Obispo

Preserve Supervisor Job Description

Position Type: Field-based, Full Time (40 Hours per week), Hourly Non-Exempt
Starting Salary: $22-$26 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 (LCSLO) 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 Preserve Supervisor position is primarily a field-based position, playing an essential role in on-the-ground implementation of stewardship projects on the Land Conservancy’s network of wildland Preserves. The Preserve Supervisor 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 Preserve Supervisor assists in implementation of conservation and restoration projects, trail construction and maintenance, management of Invasive plants, maintenance of public facilities and native landscapes, and wildland and ranch property maintenance on The Land Conservancy’s Preserves throughout San Luis Obispo County.

The position of Preserve Supervisor is a demanding position, but has opportunity for enormous rewards. Successful candidates will demonstrate high standards, ability to work both independently and with a close-knit team, excellent judgment, and the desire to carry out The Land Conservancy’s mission. The position requires technical aptitude in a professional outdoor work environment, and a high level of comfort in strenuous but beautiful working conditions. The Preserve Supervisor reports directly to the Preserve Program Manager, but also works closely with the Facilities & Grounds Maintenance Supervisor, and the Field Supervisor to coordinate implementation of field projects. The Preserve Supervisor position frequently collaborates with the Restoration Program Manager and Stewardship Director to achieve overall Stewardship Program goals.

Essential Duties of the Job

Preserve Maintenance (60%)

1. Assist in management and operation of The Pismo Preserve, a 900-acre public open space and nature preserve, with active restoration sites as well as an 11-mile trail system. Coordinate with LCSLO Staff
to promote a positive visitor experience through a well-maintained property, as well as showcase The Land Conservancy’s mission.

2. Assist in the management and operation of The Santa Rita Ranch for the benefit of wildlife, protection of water resources in the Adelaide region, active agriculture (cattle operation), and future public access.

3. Assist in the maintenance and upkeep of infrastructure on all of LCSLO’s Preserves, including construction and repairs to fences, gates, roads, water infrastructure, drainage features, and other tasks as assigned.

4. Participates in vegetation management projects; removal of vegetation for fire management, road and trail access, and planting and maintaining native vegetation on restoration sites on LCSLO Preserves.

5. Control of wildland invasive weeds with a safe and efficient application of herbicides and/or mechanical methods; Repair and maintenance of backpack sprayers and spray rigs.

6. Trail maintenance and construction; participates in the general maintenance of the Pismo Preserve’s trail system in coordination with LCSLO volunteers, partner organizations and LCSLO staff.

7. Safe operation of UTV/OHVs, tractors, vehicles with trailers, and occasionally heavy equipment, following applicable safety guidelines and procedures, to complete land management tasks.

8. Resources management with safe and effective use of power equipment to complete daily stewardship tasks, including use of chainsaws and other small engines.

9. Travel in sensitive environments with special attention to minimizing travel impacts.

10. Assist in herbicide reporting, field logs, and other data collection.

11. Native and non-native plant identification; assist with ecological data collection.

**Facilities and Landscape Maintenance (35%)**

1. Maintenance of Native Landscapes at the Pismo Preserve, The Octagon Barn Center, Kathleen’s Canyon Overlook, and other sites as assigned. Physical upkeep of annuals, perennials, shrubs, trees, and grounds in a manner consistent with the horticulture standards of LCSLO.

2. Assist in routine maintenance and upkeep of LCSLO’s public and private facilities (buildings, greenhouse, tool sheds, structures, walkways, grounds, parking areas) ensuring they meet legal requirements and health and safety standards; Maintain public facilities to high standard set by The Land Conservancy.

3. Assist with annual road maintenance and fire abatement as needed.

4. Perform repairs to The Land Conservancy’s property infrastructure, including field office, workshops, and ranch houses, as directed by Preserve Program Manager and the Grounds and Facilities Maintenance Supervisor.

5. Repair and maintenance of drip irrigation systems, and basic landscape water systems.

6. Implement maintenance schedules for equipment and facilities, in collaboration with Operations Manager, and Stewardship Staff. Assist in maintenance of LCSLO’s fleet of vehicles, UTVs, ATVs, trailers, and tractors.

7. Perform maintenance and minor repairs to herbicide sprayers, small engines, and other tools/equipment to ensure efficient Field operations.
Administration (5%)

1. Professional documentation of time sheets, daily and weekly reports as needed, and incident reports.
2. Regularly communicate project status and needs with the Preserve Program Manager, Restoration Program Manager and Stewardship Director, and other Stewardship Staff.
3. Assist in the recruitment and hiring of additional Field staff

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/pesticides 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. Ability to safely run chainsaws for the removal of down trees and brush, with operational training such an USFS S212 course.
5. Experience with the use of hand tools such as shovels and hoes, and power tools such as drills and saws.
6. Experience with mechanical equipment – ability to safely start, run, troubleshoot and make minor repairs to equipment with small engines.
7. Ability to operate a tractor with multiple implements, and occasional operation of other compact heavy equipment.
8. Ability to safely drive 4-wheel drive trucks and OHV’s on rough, narrow, steep, or sandy terrain.
9. Experience in the area of plant installation, irrigation, and landscape maintenance; knowledge of general gardening and grounds maintenance methods, proper methods of planting, cultivating, and caring for hedges, ornamental trees, shrubs, lawns, and flowers, and the use and care of gardening materials, tools, and equipment.
10. Ability to walk 5 miles per day on soft ground, loose or steep hillsides with a backpack sprayer and/or other field equipment.
11. The ability to lift and carry 35 lbs. repeatedly as part of daily activities.
13. Ability to manage one’s susceptibility to allergies that could result from exposure to dust or pollen.
14. 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 staff members and encourages positive and productive work environment.
2. Respects the land and works to perform restoration and land management 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. Weekend work may be required on an as-needed basis at LCSLO Preserves for emergencies, special events, or weekends with a high volume of visitors at LCSLO Public open spaces.
4. Work at a steady and consistent pace without the need for constant supervision. Work Independently and as a team.
5. Self-starting – takes initiative during projects.
6. Detail Oriented – methodical and observant of native and invasive plants, landscape and maintenance needs of properties.
7. Focused – Ability to focus on job at hand, with minimal distraction from phones.
8. Safety Conscious – prioritize safety of yourself, staff 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 Natural Resources, Hydrology, Geology, Environmental Studies or related field. One year of relevant experience may be substituted for each year of required education.
3. Current CPR and First Aid, Wilderness First Aid or Wilderness First Responder.
4. Prior experience in carpentry, fence construction, building maintenance, and automotive/equipment repair.
5. Experience and knowledge of trail construction and maintenance.
6. 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 Preserve Supervisor 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.

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<th>Physical</th>
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Crawl  Walk  Climb  Push/Pull  Kneel  Handle objects (Manual dexterity)  Reach above shoulder level  Use fine finger movements  Walk in excess of five miles per day in a strenuous environment  Other: Operate power equipment

Must carry/lift loads of:
Light (up to 25lbs.)
Moderate (25-50lbs.)
Heavy (over 50lbs.)

Mental
On the job, the employee must be able to:
Read/comprehend
Write
Perform calculations  Communicate orally  Reason and analyze  Recognize and report safety issues  Differentiate between wanted and unwanted plant species

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

Reporting Responsibilities
The Preserve Supervisor reports directly to the Preserve Program Manager. The Preserve Supervisor is expected to coordinate with the Stewardship team.

Standards of Performance
The Preserve Supervisor, 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 Preserve Program Manager and will be documented. Informal meetings are encouraged throughout the year.

Preserve Supervisor

Stewardship Director