

Bernheim Arboretum and Research Forest
Natural Areas Manager Job Description

Job Title: Natural Areas Manager

Department: Natural Areas

Reports To: Director of Conservation

FLSA Status: Exempt

Prepared Date: 09/10/19

Approved By: Dr. Mark Wourms, Executive Director

Approved Date:

Summary: Bernheim's Natural Areas Manager will assist with implementation and coordination of land management, research, and outreach on Bernheim's 16,137 acres of conservation land. The Natural Areas Manager reports directly to the Director of Conservation and will work primarily in the natural areas of Bernheim, with some off-site responsibilities as needed.

The Natural Areas Manager will plan, conduct, and coordinate essential stewardship and monitoring activities, facilitate research projects, recruit and supervise staff, volunteers and interns, and provide communication and outreach in various formats. They will be engaged in Bernheim's events and programs, as well as periodically plan and present public and visitor programs. The Natural Areas Manager works collaboratively to meet short- and long-term habitat management goals and complete conservation grant requirements. The Natural Areas Manager will work on regional issues including outreach to local landowners and partnering agencies. Other duties include assisting with administrative tasks such as preparing budgets and grants, submitting yearly reports, and other duties as assigned. Work assignments are mainly outdoors in natural settings in all weather conditions. Good interpersonal skills, ability to work well independently and as part of a team, strong work ethic, and attention to detail are essential. Strong computer skills and GIS experience are required. Experience and knowledge around the geography, flora, fauna, and habitats of Kentucky, particularly those found within Bernheim Forest, are essential for this position.

This is a full time position with benefits. The working hours are generally 7:45 to 4:15 PM five days per week. Workdays may include Saturday and/or Sunday and are subject to change in response to the needs of Bernheim.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Plans for and performs stewardship activities related to control of invasive species; prescribed burns; prairies, forests, streams, and wetlands; strategic mowing; maintaining fire roads and fire breaks; marking and monitoring of trails and boundaries; and related activities as required

Coordinates and participates in research activities and provides input on other science/survey related activities throughout the organization and beyond

Establishes and maintains database of projects, activities, GIS data, and research related to Bernheim Forest

Utilizes current scientific information to implement stewardship that meets Bernheim's long-term land management goals and communicates regularly on progress

Supervisory Responsibilities

This position supervises 2-5 employees, as well as varying numbers of volunteers and interns.

Education and/or Experience

A Master's degree in the natural sciences, ecology, forestry, or related disciplines and five years of strong field experience and training in land management practices, conservation and/or restoration techniques is strongly recommended. Bachelors degree may suffice if applicant has strong experience in stewardship. Personnel management experience is also preferred.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and on budget; Manages project team activities.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Interpersonal Skills - Focuses on solving conflict, with mutually beneficial solutions; Maintains confidentiality; effectively listens to others; Keeps emotions under control; Remains open to others' ideas and tries new things. A generally positive attitude is desirable.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Managing People - Makes self-available to staff; Provides regular performance feedback; Improves processes, products and services. Builds an effective team.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions. Utilizes safety as major criteria in all decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated

risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills

Ability to read, analyze, and interpret general scientific periodicals, professional journals, technical procedures, or governmental regulations. Must demonstrate strong writing skills in many formats, including reports, business correspondence, and procedural guidelines. Must have a proven ability to effectively present information and respond to questions from groups of managers, scientists, outdoor enthusiasts and the general public.

Reasoning Ability

Ability to define problems, collect data, establish facts, analyze data and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form.

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Office systems, database software, internet software, spreadsheet software and word processing software. ESRI ArcGIS experience is required.

Certificates, Licenses, Registrations

Ability to obtain certification as a pesticide applicator Category 3 with the Commonwealth of Kentucky

Desire and ability to obtain certification as a Prescribed Fire Burn Boss is required

Possess a valid driver's license

Other Skills and Abilities

An interest in natural history and local culture is expected

Experience operating power and motorized equipment including farm tractors with attachments, trucks with standard transmissions, riding mowers, front-end loaders, trenchers, pesticide spray tanks, leaf vacuum, chippers, chainsaws, string trimmers, backpack blowers and other power equipment

Experience using hand tools including shovels, wheelbarrows, rakes, pruning shears, and loppers

Physical Demands

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk over rough terrain and conduct assessments on hillsides and thick vegetation. The employee must frequently lift and/or move up to 50 pounds. The employee will perform heavy manual labor and strenuous physical tasks in various weather conditions.