

## **Title:** Bat Survey Coordinator

### **Description:**

**Requisition Id:** 2690

**Hourly Pay Rate:** \$20.76

**Hourly Pay Grade:** H7

**Expected Work Schedule:**

**Job Location:** Commission Headquarters (JEFFE1)

**Closing Date:** October 2, 2023

**Our Culture:** The Missouri Department of Conservation supports a culture of trusted professionals that are dedicated to our mission, responsible stewards, and believe in One MDC.

To learn more about this exciting opportunity, please email the hiring supervisor,

Kelly M Rezac , at [Kelly.Rezac@mdc.mo.gov](mailto:Kelly.Rezac@mdc.mo.gov) or call 573

5224115x3151 , Monday through Friday 8am – 5pm.

### **Summary/Objective**

Bat Survey Coordinator will be responsible for coordinating and leading annual summer acoustic surveys and mist net surveys for bat species covered by the MDC Bat Habitat Conservation Plan, including Indiana bats, northern long-eared bats, tricolored bats and little brown bats.

### **Essential Job Duties**

- Coordinate and lead annual summer acoustic surveys and mist net surveys for bat species covered by the MDC Bat Habitat Conservation Plan (HCP).
- Use radio telemetry to track bats to maternity roost trees.

- In coordination with the Bat Ecologist, identify and prioritize survey sites and develop survey plan based on established protocol.
- Coordinate with Regional staff including Area Managers on survey site selection, access and scheduling to avoid conflicts with planned management and assess site accessibility.
- Hire, train and supervise 2–4 hourly Science Aides to assist with surveys.
- Provide field leadership in bat mist netting, radio tagging and radio tracking efforts.
- Locate field sites using GPS units and maps. Use GPS units to record location of survey sites.
- Operate ATVs and UTVs.
- Drive trucks towing ATV/UTV trailers on field roads.
- Carry 50+ lbs of equipment over rugged, uneven terrain (up to 1/4 mile).
- Work outdoors in extreme and undesirable conditions (i.e., hot/cold temperatures, high humidity, overnight)
- Inventory and purchase supplies and equipment. Manage project budget, track expenditures and complete purchasing card logs monthly.
- Maintain detailed survey records. Upload, organize and maintain acoustic data.
- Analyze acoustic data using Anabat Insight and Kaleidoscope Pro software. Manually review results as needed.

- Compile, organize and analyze survey data, including geospatial data, and prepare reports.
- Develop Element Occurrence records for tracked bat species for submission to the Natural Heritage Database.
- Serve as a member of the Bat HCP Implementation Team. Attend and actively participate in team meetings.
- Assist with development of HCP implementation guidelines for MDC staff, training materials, and other resources.
- Assist with developing and delivering staff training in-person or online.

#### **Ancillary Job Duties**

- Other duties as assigned.

#### **Education and Experience**

- Bachelor's Degree in Fisheries, Forestry, Wildlife, Biological Sciences, Conservation, or related field.
- At least one (1) year of related experience
- At least three (3) months of experience conducting acoustic surveys.
- Must maintain a current, valid driver's license.
- Applicants federally permitted to mist-net, band and transmitter northern long-eared bats, Indiana bats, tricolored bats and/or little brown bats, or who meet the permit qualifications and are pursuing a federal permit, will be given preference.

- Experience mist netting and handling northern long-eared bats, Indiana bats, tricolored bats and/or little brown bats is strongly preferred.
- Crew lead experience strongly preferred.
- Experience vetting bat acoustic data strongly preferred.

#### **Knowledge, Skills and Abilities**

- Knowledge of Missouri's habitats and wildlife, ecology and natural systems.
- Skill in verbal and written communication and coordination.
- Ability to work in a team environment.
- Ability to use office equipment, such as copier, multi-line phone system, fax machine, scanner and computer.
- Applicants must have strong computer skills including competencies in ArcGIS, Microsoft Excel, PowerPoint, and Access.
- Knowledge of ArcGIS Pro
- Ability to use Anabat Insight and Kaleidoscope Pro software to analyze acoustic data
- Ability to work varying shifts and hours.
- Ability to work outdoors overnight.
- Ability to manage projects.

#### **Work Environment**

- Work is performed in a standard office environment.
- Ability to travel within Missouri and stay overnight frequently during the summer.

- Some duties will be performed outdoors in rugged conditions, in hot and humid conditions.

#### **Physical Abilities**

- Move about grounds, both inside and outside of buildings.
- Operate a computer and other office productivity machinery and occasionally relocate machinery to other areas.
- Frequently communicate and exchange accurate information.
- Clarity of vision at 20 inches or less and 20 feet or more.
- Three-dimensional vision– ability to judge distance and space relationships.
- Regularly lift up to 25 pounds, correctly lift up to 50 pounds.
- Regular attendance is a necessary and essential function.

#### **Disclaimer**

*This job description is not intended to be all-inclusive; an employee will also perform other reasonably related job responsibilities as assigned by immediate supervisor and other management as required. The Missouri Department of Conservation reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Management reserves the right to change job descriptions, job duties, functions, and requirements.*

#### **Exemption Status/Special Notes**

This position has been determined to be Nonexempt according to the Fair Labor Standards Act. Employees must agree to accept compensatory time in lieu of cash payments in accordance with the Department's Compensatory Time Off and Overtime Policy.

Salaried and hourly employees are expected to use a mobile device—cellular phone for Department business, as needed. MDC promotes a Tobacco-Free (smoke and smokeless) working environment.

The Department of Conservation will only hire United States citizens and aliens authorized to work in the United States. All new employees will be required to complete an "Employment Eligibility Verification" (Form I-9) and produce requested documentation after employment.

Candidates seeking initial employment or re-employment must submit to a drug screen following offer of employment.

All persons employed with the state of Missouri shall file all state income tax forms and pay all state income taxes owed.

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