

Conservation Field Coordinator

This position is responsible for assisting the Land Steward of the Conservation Program, within the Park Maintenance and Operations Division, with coordination of conservation projects, conservation education, and winter outdoor trail maintenance. In addition, the individual will work closely with the Bike Path Maintenance Specialist on the maintenance, design and creation of natural surface trails.

Essential Job Functions

- Assist the Land Steward with developing stewardship projects for UVM service learning groups, local organizations, private landowners, schools, afterschool programs, participants, park patrons and other volunteers
- Support Stewardship Projects related but not limited to:
 1. Design and creation of natural surface trails
- Native habitat regeneration restoration:
 1. Invasive species tracking
 2. Regenerative plantings
 3. Wildlife monitoring and tracking
 4. Food security
 5. Soil health and soil building
 6. Climate adaptation
- Participate in coalition work with community partners.
- Create and coordinate conservation education opportunities
- Create and coordinate native seed and plant nurseries and provide opportunities for education.
- In partnership with the Land Steward and Community Garden and Parks Outreach Coordinator, develop and implement work plans to support all landscape, permaculture, and green infrastructure at Community Garden sites that fall outside of rented plots.
- Support the creation and update of Management Plans for City Urban Wild Areas, including inventory and data collection, synthesis and composition.
- Develop and lead training protocol for Stewardship volunteers
- Lead seasonal nature walks for the public in Urban Wilds areas including creating site specific handouts on geology, birds, animals, plants, etc. for participants
- Participate in outreach to BPRW staff and staff in other Burlington City Departments relating to their activities on Parks lands, including but not limited to the identification of rare and threatened plant species within work zones.
- Coordinate rapid ecological assessments for prospective conservation lands and other areas as needed.
- Maintain familiarity with and relate work back to the Open Space Protection Plan, and existing management plan documents.

- Support the inventory of key features within natural areas and other conservation service locations.
- Maintain and work with volunteers to maintain Nordic ski trails, fat bike trails and natural ice surfaces.
- Perform winter maintenance as required including surface and intersection inspections, snow clearing with the use of a pick-up truck with snow plow, snow shoveling, or snow blowing.
- Perform winter maintenance as required all park properties including public buildings on a rotating on-call basis.
- Develop and maintain an operational plan and maintenance schedules, obtain price quotes and proposals, monitor contracts, and prioritize review/comment on the outlay of actions related to nature based climate solutions.
- Assist in developing, processing, and maintaining relevant documents: maps, inventory, memos, reports, letters, minutes, agendas and other; assemble materials and coordinate office functions to meet deadlines and maintain organized filing systems, both digital and paper.
- Perform maintenance such as mowing, trimming, landscaping and debrushing. Operate and maintain mechanical equipment including chain saw, chipper, lawn mowers, weed whackers, leaf blowers, to perform vegetation management.
- Operate and maintain facility related power equipment including, table and skill saw, routers, etc.
- Operate and maintain pick-up truck(s) and landscape trailer(s) to haul equipment to and from job site location.
- Attend department commission, stakeholder, City Council, and public meetings as required.
- Assist the Land Steward in coordinating the conservation annual work plan.
- Support the development of comprehensive plans and management plans, including preliminary site assessments, projects proposals, feasibility, and cost estimates.
- Support the development of grant applications for project funding and the management of these resources when funded.
- Participate in outreach to BPRW staff and staff in other Burlington City Departments relating to their activities on Parks lands, including but not limited to the identification of rare and threatened plant species within work zones.
- Maintain partnership relations with service learning groups, local organizations, private landowners, schools, afterschool programs, participants, park patrons and other volunteers.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications/Basic Job Requirements

- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Proof of COVID-19 vaccination required, reasonable accommodations will be considered.
- Bachelor's degree in Environmental Education, Environmental Science or related field with three years of relatable experience. Additional experience may be substituted for a degree requirement on a two-for-one per year basis.
- Highly developed organizational skills required to manage simultaneous event execution.
- Ability to recruit and coordinate volunteers.
- Ability to work independently and set own tasks.
- Ability to communicate effectively orally and in writing and knowledge of contractual writing.
- Knowledge of budgetary procedures preferred.
- Ability to establish/maintain effective working relationships with City staff and the general public.
- Ability to work in all weather conditions.
- Ability to work a flexible schedule which may include evenings, weekends, and holidays.
- Ability to coordinate the planning, scheduling, implementation, promoting and staging of special events, concerts and festivals.
- Knowledge and experience designing and creating natural surface trails preferred.
- Demonstrated experience in managing a maintenance program, establishing maintenance practices, and protocols.
- High level of proficiency with Microsoft Outlook, Word and Excel; Ability to prepare reports, recommendations, and communicate effectively.
- Proficiency of ArcGIS/ArcMAP and working knowledge of GPS equipment preferred.
- Ability to establish/maintain effective working relationships and clearly communicate with utility managers, City staff, stakeholders, event producers and the general public.
- Ability to respond to requests for information, complaints and suggestions from the public, staff, administration, elected officials and special interest groups in a professional manner.
- Ability to work evenings, nights and weekends during snow, ice, flood or other weather-related emergencies or when conditions require.
- Ability to learn and understand applicable federal, state, and local rules, regulations and laws related to maintenance on public lands.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to complete multiple projects and meet deadlines required.
- Ability to work in all weather conditions.
- Ability to lift 50 lbs. and stand for long periods of time, bending and stooping frequently.
- Ability to work both independently and as part of a team.

- Ability to understand and comply with City standards, safety rules and personnel policies.
- Ability to obtain and maintain a valid State driver's license required.