

October 9, 2018

Position Description
Field Coordinator
Grand Staircase Escalante Partners

Background

Grand Staircase Escalante Partners (GSEP) is a non-profit 501(c)(3) organization with offices located in Kanab and Escalante, Utah. GSEP was organized in 2004 and through a Financial Assistance Agreement is an official Friends group of the Bureau of Land Management (BLM) that manages the Grand Staircase Escalante National Monument (GSENM), a National Conservation Lands unit. A key component of GSEP is our collaboration with the Escalante River Watershed Partnership.

The Escalante River Watershed Partnership (ERWP) was established in 2009 to bring together federal and state agencies, conservation organizations, local communities and private citizens to restore the Escalante River Watershed to a more natural functioning state. The mission of ERWP is to:

Restore and maintain the natural ecological conditions of the Escalante River and its watershed and involve local communities in promoting and implementing sustainable land and water use practices.

ERWP is a coalition of interested parties working towards a shared goal and is not a formal 501(c)(3) in and of itself. There are approximately 25 agencies and organizations that have signed the Partnership Agreement.

Grand Staircase Escalante Partners (GSEP) became a signatory in 2011, is one of the key partners of ERWP and manages the Woody Invasive Control and Restoration Program. GSEP is managed by a Board of Directors and employs 12 full-time or part-time staff.

GSEP has been implementing the treatment of woody invasive species within the watershed on public and private lands since 2011 and 2015, respectively. Annually, GSEP has developed and funded a \$1.4 million annual budget and allocated resources resulting in the restoration of over 7,000 acres of riparian habitat in the Escalante Watershed. Restoration activities are recorded in ArcGIS database which, combined with a Monitoring & Maintenance Plan, is the basis for annual work plans. By 2019 it is expected that all public land primary treatment will be completed. Additionally, projects on private lands will be in maintenance phase with priority given to 3 projects.

This position description is for full-time, seasonal Field Coordinator for the woody invasive control program on public and private lands, mainly Grand Staircase Escalante National Monument, Glen Canyon National Recreation Area, Dixie National Forest, and private lands within the town of Escalante. The Field Coordinator must work cooperatively in a team setting. Work will take place in both front and backcountry and, to a lesser extent, in an office

Major Tasks

The Field Coordinator position is a full-time, seasonal position – from March/April through Nov/Dec. This is both an office and field position to complete work on the Escalante River Restoration Project, which focuses on non-native woody invasive removal, mainly Russian olive, along the Escalante River and its tributaries. The focus will be on woody invasive removal to include follow-up restoration efforts, such as treatment of re-growth, and monitoring past and future work sites. Field coordination is a major role in this project through conservation corps oversight, backcountry safe travel logistics, route identification and instructing contactors on routes for safe passage, and annual work plan implementation. The major tasks include:

- Conduct retreatment and revegetation on public and private lands, as necessary.
- Oversee and guide conservation corps crews in nonnative tree treatment, herbicide application, and techniques for safe backcountry living and working.
- Communicate with other corps, agency, NGO, contactor, volunteer, and other staff involved in ERWP activities about conservation work, horse packing, supply needs, schedules, communication expectations, and emergency response plans.
- Help with horsepacking operations by working directly with Field Supervisor on horsepack schedule, packing supplies, and other needs.
- Assist Field Supervisor and Restoration Program Coordinator with preparing reports, presentations, grants, and other documentation, as needed.
- Work with Field Supervisor to become familiar with annual work plan goals for retreatment, revegetation and monitoring. Be familiar with access routes, estimated time and supplies necessary to complete sections, and other project needs.
- Attend bi-monthly GSEP staff meetings and events.
- Attend and actively participate in ERWP Full Partnership meetings, events and activities supported by Restoration Program Coordinator and GSEP Executive Director.
- Keep project equipment and supply storage sheds organized and clean while also ensuring supplies are stocked and available for use.
- Assist Field Supervisor with keeping project database up-to-date and accurate, and ensure mapping and data entry are complete. Troubleshoot ArcGIS to make past and present data as accurate as possible.
- Responsible for managing proper use and storage of chemicals and other supplies associated with exotic plant control in a safe and effective manner. Keep Pesticide Application Records up to date and assist with completing end of season reports for federal agencies.
- Ability to identify native trees and shrubs from non-native woody species and train staff and conservation corps members to also identify these species to avoid damaging non-target species while completing treatments using herbicide near waterways.
- Work with conservation corps, agency, NGO, and volunteer staff to conduct Rapid Monitoring assessments including native and nonnative plant assessments, photo point documentation, and evaluation of restoration goals as outlined in the ERWP Monitoring & Maintenance Plan.

- Assist with annual, historical photo points project within the Escalante Watershed.
- Adhere to GSEP Vehicle Policies; drive a 4-wheel drive vehicle over rough and variable terrain, provide vehicle logs & monthly maintenance checks, service vehicles as needed, and respond to vehicle issues in timely manner.
- Communicate with Restoration Program Coordinator and other GSEP staff about difficulties and accomplishments.
- Help foster a positive, helpful, open environment in the workplace including both office and backcountry settings.

Qualifications

- Willingness to work cooperatively in a mission-driven environment
- Strong written, verbal and interpersonal skills
- Experience backpacking, hiking, and navigating in remote wilderness areas
- Ability to lift over 50 lbs. and carry a heavy pack over rough terrain for up to 10 miles
- Have Wilderness First Responder training or ability to obtain this certification
- Have Utah State Herbicide Applicators License or ability to obtain this certification
- Trained and proficient with chainsaw safety, use, and maintenance; possess the ability to instruct these skills
- Proficient in the use of computers with Microsoft applications such as Word, Excel and PowerPoint and ability to learn programs like ArcGIS
- Available to work a flexible schedule, especially during the field season
- Capability to drive a 4-wheel drive vehicle over rough terrain
- Will need to be, or quickly become, familiar with all project locations, routes, and emergency evacuation routes in the backcountry of the Escalante Canyons.
- Possess a valid state driver's license

Terms

The Field Coordinator must live within the Escalante River Watershed.

The position is employed by Grand Staircase Escalante Partners, a "Friends" organization that supports the mission of Grand Staircase-Escalante National Monument by providing resources and volunteers. This position is a grant-based, fulltime, seasonal appointment. The employee will receive benefits outlined in Grand Staircase Escalante Partners' Employee and Operations Manual. Performance reviews will be held by the supervisor on a regular basis, with the first performance evaluation happening 3 months after start date.

The employee will work approximately 40 hours per week, with a varying schedule and with some field days being longer than other days. Often, the employee will be expected to camp out, sometimes for 8 days at a time. This position is both an office and field position, and it's expected that schedules will be coordinated to ensure work tasks are performed at the time of need so flexibility and time management are imperative to the success of this role.

Compensation

The employee will receive benefits outlined in GSEP's Employee and Operations Manual. Full-time employees are eligible to receive up to 80 hours of paid vacation time per year. After three years of employment, full-time employees are entitled to receive up to 120 hours of paid vacation per year. Full-time employees are also eligible for up to 40 hours of paid sick leave per year. Employees are entitled to 10 paid holidays.

GSEP currently offers \$200 per month for Qualified Small Employer Health Reimbursement Arrangement (QseHRA) for full-time employees. GSEP is exploring an employee health insurance program and retirement plan.

Salary range for Field Coordinator: \$14 - \$16 per hour.

Supervision

The formal supervisor for this position is the Restoration Program Coordinator. The Restoration Program Coordinator and Executive Director are available to assist with administrative duties and the more complex or controversial operational aspects of the job. Frequent meetings shall be held between the supervisor and the employee to review project objectives and associated work regimes.

Field Coordinator

Date

Restoration Program Coordinator

Date