

# Staff Position Description

**Title:** Field Technician

**Starting Salary Range:** The starting salary for this position is \$844 weekly.

**Location:** Tucson, AZ; Not Remote Eligible

**Status:** Seasonal, Exempt

**Benefit Eligible:** Health Insurance, Sick time accrual and Paid Time Off

**Reports to:** Program Director

**Season:** August 2024 – February 2025, approximate

## Organizational Summary:

Conservation Legacy is a nationwide non-profit. The Corps programs within the organization engage participants in diverse conservation and community projects that serve public lands. These projects provide opportunities for personal and professional development, and address high priority needs of public land managers and community partners. Through the mission of engaging future leaders who protect, restore and enhance our nation's lands through community-based service, Conservation Legacy works toward a world with healthy lands, air and water, and thriving people and resilient communities.

## Position Summary:

Arizona Conservation Corps (AZCC) operates conservation service programs across Arizona that empower individuals to positively impact their lives, their communities, and the environment. AZCC has operational bases in Tucson and Flagstaff, AZ. AZCC, a program of Conservation Legacy, aims to continue the legacy of the Civilian Conservation Corps of the 1930s. AZCC is focused on connecting youth, young adults, and recent era military veterans with conservation service work projects on public lands. The Field Technician's primary responsibilities are training, supporting, and mentoring seasonal field staff including Sr. Crew Leaders, Crew Leaders and Assistant Crew Leaders, under the supervision of a Program Coordinator. The Field Technician assists the Program Coordinator with technical and logistical support for Field Crews; building and maintaining relationships with project partners; ensuring consistent quality control, risk management and program integrity, and completing administrative functions including the development of project specifications and post-project data collection. Both office and field work are required in this position and the ability to work a flexible schedule is critical.

## Responsibilities & Functions of Position:

### Programmatic and Management Responsibilities:

- Assist Program Coordinator in planning and overseeing the implementation of all aspects of AZCC crew programming of assigned office.
- Train and support Crew Leaders to ensure quality programming and strong partnerships with project partners.
- Assist AZCC Directors in maintaining a strong working relationship with a diverse array of land managers and partners.
- Organize and coordinate crew graduations, in coordination with Program Coordinators.
- Communicate clearly and professionally with Conservation Legacy staff and supervisors.
- Assist Program Coordinators to supervise, mentor, support and evaluate Field Crew Leaders.
- Guide crew conflict resolution and restorative justice practices as per the Field Operations Manual.

- Conduct crew member interviews as needed and as assigned.

#### **Administrative Responsibilities:**

- Work with Crew Leaders to ensure timecards are submitted before completion of de-rig at the end of each hitch.
- Assist Program Coordinator to ensure that all AmeriCorps paperwork is completed in a timely manner.
- Assist Crew Leaders with Credit Card reconciliation, and ensure they are completed by the end of each hitch. Report any missing receipts to Program Coordinator in a timely manner.
- Assist Crew Leaders with ensuring that hitch photos and field notes are completed and uploaded before completion of de-rig at the end of each hitch.

#### **Project Support**

- Work with Program Coordinator to develop and write project expectations and specifications.
- Work with Program Coordinator to clearly communicate project work plans to Field Crew Leaders, ensuring that they are prepared and knowledgeable of projects prior to implementation.
- Actively engage in quality control and risk management through all phases of project planning, implementation, and evaluation.
- Maintain a staff presence in the field, including frequent overnight stays.
- Manage and collect data from crews at the end of each hitch.
- Maintain and organize multiple information systems and databases after each hitch.
- Serve as a responder to AZCC field emergencies, including being “on-call” for after-hours support.
- Fill in as needed to support crews in the field.

#### **Logistical Support**

- Assist Program Director and Program Coordinator to ensure the shop, fleet, equipment, and other practical crew needs are met.
- Manage and ensure that all field equipment and fleet needs are clearly communicated with Program Director at the end of each hitch.
- Manage and ensure that all logistics data sheets are completed and turned in at the end of each hitch.
- Ensure that crew tools and equipment are maintained, repaired, and ready for each hitch.
- Assist Program Director and Program Coordinator in vehicle and trailer repairs and maintenance.
- Assist Program Director and Program Coordinator in ensuring vehicles have current registration and insurance.
- Report to Program Director on office and crew supply purchase needs.
- Assist Program Coordinator to manage First Aid and vehicle kits for assigned crews.
- Assist Program Coordinator to manage crew gear supplies, maintenance, and repair.
- Assist Program Coordinator to manage PPE and uniform inventory and assignments.
- Assign light duty tasks as needed.

#### **Training Support**

- Work closely with all AZCC Program Directors, Program Coordinators and peers to facilitate and implement all crew orientations and field trainings.

- Coordinate with AZCC staff in facilitating a wide variety of in-house trainings such as, but not limited, to leadership, team building, chainsaw and crosscut operations, pesticide application, trail work, defensive driving, Wilderness First Aid, Leave No Trace, and AmeriCorps orientation.

### **Organizational Advocacy**

- Successfully engages, leads and supports an inclusive work environment for those of underrepresented populations within the organization and the communities we serve.
- Leads and/or participates in organizational-wide teams, projects and initiatives that support the work of the Strategic Plans goals.
- Reports any potential complaints within the organization as identified in the Personnel Policy Manual.
- Assists or leads other responsibilities, as assigned.

**Other “Hats” You May Wear:** Customer Service, Relationship Development, Marketing, Administrative, Supervision or Mentorship to Others, Facilitator, Trainer, Facilities, Human Resources, Supervisor

### **Physical Requirements:**

*Conservation Legacy is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. Some positions may require periodic overnight travel, non-traditional work hours, ability to move across varied terrain, use program-specific tools and a range of technology on an infrequent or frequent basis. Exerting up to 25 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects. Ability to safely drive an organizational vehicle may also be required for some positions. If you need assistance and/or a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.*

### **Qualifications:**

- Ability to successfully work in a fluid, changing work environment.
- Ability to operate Microsoft Office programs and applications, or similar platforms.
- Ability to keep others and oneself, in remote locations, accountable to expectations.
- Valid Driver’s License and Insurable Driving Record per Personnel Policies.
- Must be able to pass the organization’s criminal history check requirements.
- Exhibits the ability to effectively collaborate with diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- Technical competence and experience in dry stone masonry, full bench trail construction, trail maintenance, fence construction and maintenance, crosscut saw operation and maintenance, and chainsaw operations and maintenance.
- Demonstrated ability to mentor young adults working in remote outdoors settings performing arduous physical labor
- Current Wilderness First Responder. If not current, willingness to work to obtain certification.
- Current B or C cert on Chainsaw and Crosscut saw. If not current, willingness to work to obtain certification.

Current Arizona Pesticide Applicators License. If not current willingness to work to obtain certification.

**Other Competencies Desired for this Position’s Success:** Manage Complexity, Resourceful, Effectively Communicate, Cultivate Innovation, Drive and/or Influence Results, Plans & Aligns.

**To Apply:**

1. Send Cover letter and resume to Dusty Miller: dmiller@conservationlegacy.org
2. Cover Letter Must Include:

Subject line includes "Applicant\_(Your Name)".

Cover Letter must include a response to the following: *Provide some examples of your experience effectively working with diverse communities, including those specific to Black, Indigenous, People of Color, and other underrepresented populations, in personal or professional context.*

*This program is available to all, without regard to race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information, and military service. Where a significant portion of the population eligible to be served needs services or information in a language other than English, the recipient shall take reasonable steps to provide written material of the type ordinarily available to the public in appropriate languages.*