Charter Township of Orion

Full-time Position Available
Natural Resources Specialist

The Township is seeking qualified applicants for the position of full-time Natural Resources Specialist, who assists with the development, updating, and implementation of the natural resources management plans, including fieldwork for parks and open spaces. Assesses natural resources and oversees the implementation of all aspects of natural resource management projects, including assisting with the development of budgets, identification of funding sources, request for proposals, project oversight, reporting to stakeholders, and post-project evaluations.

Minimum qualifications include Bachelor’s degree in a related field, or the equivalent of coursework and/or work history, ten years in a related field, ISA Arborist certification required within one (1) year of hire, MI Pesticide License in Ornamental and Turf Pest Control must be obtained within six (6) months of date of hire. Must hold valid Michigan Driver license and have a driving record in good standing.

*Scroll down to review job description for full details and all qualifications and requirements for this position.*

This is a full-time, 40 hours per week, Level 6 union position with a start rate of $22.27 per hour, plus benefits. Approved applicant must pass a complete physical and drug screening along with a background check.

Please submit your cover letter, resume, and completed application to the Orion Township Supervisor’s Office, 2323 Joslyn Road, Lake Orion, MI 48360.

Position open until filled.

Chris Barnett
Supervisor
Charter Township of Orion

Job Description

Job Title: Natural Resources Specialist
Department: Parks & Recreation
Reports to: Director of Parks, Recreation & Facilities
Union Affiliation: Technical Unit
Position Level: 6
FLSA Status: Non-Exempt

Job Summary

Under the general direction of the Director of Parks, Recreation & Facilities, assists with the development, updating, and implementation of the natural resources management plans, including fieldwork for parks and open spaces. Assesses natural resources and oversees the implementation of all aspects of natural resource management projects, including assisting with the development of budgets, identification of funding sources, request for proposals, project oversight, reporting to stakeholders, and post-project evaluations.

Essential Job Functions

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the level and/or class of this position.

1. Repairs, cables, fertilizes, waters, and prunes trees and other woody plants; removes dead, diseased, or declining trees and woody plants.

2. Plants and transplants woody plants to include hole preparation, backfilling, staking, pruning, watering, and mulching.

3. Identifies disease and insect problems of trees and woody plants and applies appropriate treatments.

4. Assists with maintenance projects as needed.

5. Maintains records of work performed.

6. Collects and analyzes data to assess current and forecast future stewardship, natural resources, environmental preservation, and conservation best practices throughout the Township.

7. Identifies grant funding opportunities and prepares grant applications for submission to State, Federal, and private funding sources to meet identified needs and goals of the park system. Implements grant-funded projects, while monitoring and complying with grant requirements.

8. Evaluates threats to current parklands and natural resources and develop plans to meet current and projected future needs through the expansion of existing resources and the development and
recommendation of new park and Township education resources, protocols, policies, and procedures.

9. Coordinates and manages Orion Township’s invasive species program.

10. Coordinates and manages Orion Township's West Nile program.

11. Assists in preparing and coordinating the natural resources division budget and participates in the preparation of related operating and capital budget requests, including project needs projections and cost estimates.

12. Coordinates and manages Tree City Program.

13. Prepares a variety of reports and makes verbal presentations for audiences ranging from staff, Parks & Paths Advisory Committee, the public, educators, students, and Township board members.

14. Prepares, assembles, and distributes education materials; and conducts education presentations and training programs.

15. Serves as subject matter expert on natural resource issues, recommends appropriate policies including invasive plant control and habitat restoration methods to ensure long-term sustainability of natural features.

16. Attends Environmental Resources Committee meetings.

17. Maintains a safe work environment and operates within OSHA/MIOSHA guidelines.

18. Performs other duties as assigned.

| Job Qualifications |

1. The job requires a Bachelor’s degree in a related field, or the equivalent of coursework and/or work history.

2. Ten years in a related field.

3. ISA Arborist certification required within 1 year of hire.

4. MI Pesticide License in Ornamental and Turf Pest Control must be obtained within 6 months of date of hire.

5. A strong ability to formulate, communicate and implement natural resource management plans based on accurate and realistic estimates of field conditions; staff time and materials needed for completion.

6. Technical knowledge of trees and their growth pattern.

7. Demonstrated technical knowledge of tree pruning, cutting, and spraying equipment and when to use the different techniques.

8. Knowledge of different herbicides, pesticides, fungicides and chemical fertilizers.
9. A strong ability to make written and verbal presentations to various groups including staff, committees, and the general public.

10. Must hold a valid Michigan Driver’s License and have a driving record in Good Standing. To be in Good Standing Driver must be subject to a current DMV printout report with none of the violations below*:
   A. Any major violations (DWI, homicide, reckless driving, drugs, leaving the scene) within the last three years
   B. Any major violations (DWI, homicide, reckless driving, drugs, leaving the scene) within the last three years
   C. Two or more other moving violations and at-fault accidents in the last three years
   D. Three or more other moving violations in the last three years
   E. Two or more at fault accidents in the last three years with no moving violations

*Drivers will not be qualified for this position if they meet or exceed any of the four guidelines at any time during the course of employment. It is the employee’s responsibility to inform Charter Township of Orion any violations that result in more than two (2) points for a violation.

11. Physical ability to periodically lift, push or pull items weighing up to 40 pounds, as well as to climb/bend/stoop/crawl/reach when performing set up and tear down of events. Must be able to walk, stand and balance when serving guests for events. Physical ability to occasionally sit at a computer terminal for extended periods of time.

<table>
<thead>
<tr>
<th>Working Conditions/Physical Demands</th>
</tr>
</thead>
<tbody>
<tr>
<td>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.</td>
</tr>
</tbody>
</table>

1. 40 hours per week, including weekends and evenings as needed. An extended workday may be required.

2. Position requires work in all outdoor weather conditions throughout the year. Therefore, the individual will be subject to extreme heat and cold necessary to complete work assignments.

3. While performing the duties of this job the employee is required to stand, walk, stoop, and kneel. It is crucial to the outcome of the job tasks that the employee is able to talk, hear, and use hands to finger, handle or operate objects, tools, or controls and to reach with hands and arms.

4. The employee is occasionally required to climb and/or balance. The employee must occasionally lift and/or move objects up to seventy-five (75) pounds while performing the duties of this job. The employee frequently works near moving mechanical parts and/or heavy equipment. The employee is occasionally exposed to wet and/or humid conditions, and outside weather conditions, toxic or caustic chemicals. The noise level in the work environment is usually moderate but can be loud during certain assignments.
I have reviewed and understand the above job description and believe it to be accurate and complete and that I can successfully fulfill each duty or task. I also agree that Management retains the right to change this job description at any time.

______________________________                          __________________________
Employee Signature                           Date

______________________________                          __________________________
Human Resources                           Date

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all duties that may be performed by an employee so classified. This document is not intended to be a contract between the employee and the employer.

Orion Township is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, height, weight, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

<table>
<thead>
<tr>
<th>Rev</th>
<th>Date</th>
<th>Description</th>
<th>Author(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>08/07/2023</td>
<td>Original Job Description</td>
<td>Department Head, HR</td>
</tr>
</tbody>
</table>