



Field Operations Manager Job Description 2024

1. OVERVIEW:

Position:	<i>Field Operations Manager</i>
Reporting to:	Program Director
Term:	Full-time employee position (35 hours/week)
Wage:	Starting at \$26 per hour, to be evaluated based on experience, + 6% accrued vacation pay, mileage rates, health and dental benefits after three month probationary period and other benefits including cell phone allowance and office supplies
Location:	Home office based anywhere within the Regional District of East Kootenay (Cranbrook/Kimberley area preferred).

2. BACKGROUND:

The East Kootenay Invasive Species Council (EKISC) is an environmental non-profit organization with the mission to mitigate the negative environmental, social, and economic impacts of invasive species. EKISC has a variety of programs, initiatives, and partnerships regarding invasive species management and outreach. Further information on EKISC's operations can be found at our website: www.ekisc.com

3. JOB SUMMARY

The Field Operations Manager (FOM) will play a key role in overseeing EKISC's Field Operations program, with a focus on work plan development, contract management, project management, treatment monitoring, data collection, data management, and delegation of duties to EKISC staff and subcontractors. The ideal candidate will have strong administration and communication skills; experience coordinating field programs and managing sub-contractors; proficiency with GIS and database management; ability to work independently at a home office and in the field; and general knowledge of the East Kootenay Region and invasive species management in British Columbia. The Field Operations Manager will help to plan, implement and evaluate various initiatives as EKISC continues to work towards achieving its mandate.

Working closely with contractors, field crews and the Program Director, the FOM has wide ranging responsibilities including; planning and evaluating annual invasive species management activities, managing multiple projects, supervising contractors and field crews, field research and data collection, invasive species data management and entry, field monitoring of invasive plant treatment efforts, and fostering existing relationships with regional stakeholders. The FOM is also responsible for financial tracking of field operations, conducting and compiling invasive species inventory, occasional herbicide treatments, producing various reports for EKISC and funders.



4. TASKS AND RESPONSIBILITIES

The Field Operations Manager will be expected to perform the following duties:

1.1 Field Operations Planning

- a) Responsible for leading annual field operations planning process, including organizing meeting schedule, deliverables and agendas;
- b) Field Operations and special projects budget development and treatment allocation budgets;
- c) Production of annual detailed contractor/field crew work plans;
- d) Assist in the development of Annual Operations Plan and Strategic Guidance Document;
- e) Overseeing procurement and development of annual field operations spatial data, and;
- f) Perform other duties as directed by the EKISC Program Director.

1.2 General Operations Administration

- a) Responsible for managing day to day EKISC field operations and special projects; Coordination of multi-stakeholder, long term special projects
- b) Cost tracking of field operations and special projects;
- c) Receive, review and approve field operations and special projects invoices for payment. Report issues or discrepancies to Program Director;
- d) Responsible for compiling and producing final reports related to field operations;
- e) Ensure EKISC operational compliance with all relevant legislation, regulations and Pest Management Plans that EKISC holds or works under;
- f) Function as EKISC's data manager for Invasives BC, responsible for the integrity of all EKISC's invasive plant data;
- g) Work closely with and support the EKISC Program Director;
- h) Maintain regular communication with the EKISC Program Director, field crews, rancher contractors, government agencies and relevant stakeholders;
- i) Participate in conferences, conventions, workshops, training as necessary;
- j) Attend all relevant EKISC Board and Committee Meetings, and;
- k) Perform other duties as directed by the EKISC Program Director.

1.3 Operations

- a) Supervise and manage EKISC field operations and special projects to ensure general efficacy and efficiency;
- b) Ensure that field operations and special projects deliverables in Annual Operating Plan and annual detailed contractor/field crew work plans are carried out;
- c) Ensure through field monitoring and documentation that Invasive Plant inventory and control treatments are conducted in compliance with terms outlined in contracts and work plans;
- d) Monitor treatment sites and evaluate performance of Area Controllers, Field Crews and Rancher Contractors.
- e) Conduct field inventories for invasive species on Crown land throughout the region;



- f) Oversee EKISC bio-control program and activities, as necessary;
- g) Verify public invasive species reports, enter data into InvasivesBC;
- h) Research and maintain up to date knowledge of invasive species-specific treatment options, herbicide options and integrated pest management principles;
- i) Coordinate and place herbicide orders as necessary, maintain sufficient inventory of product, make arrangements to transfer herbicide to contractors, as required;
- j) Schedule visits with contractors and field crews, act as a liaison between EKISC and field crews/contractors

1.5 Human Resources:

- a) Determine staffing and contracting needs for field operations and special projects;
- b) Assist with recruiting, interviewing and hiring new employees, as required;
- c) Train and supervise Field Operations Coordinator and seasonal staff as required;
- d) Establish employee schedules, work policies, health and safety program, etc.;
- e) Handle safety incident reports and situations;
- f) Provide guidance for area controllers, rancher contractors and field crews and act as a technical resource, as needed, and;

5. SKILLS, QUALIFICATIONS & EXPERIENCE:

The Field Operations Manager should possess the following:

- Highly motivated, self-directed, an effective problem solver;
- Strong organizational skills and attention to detail, skilled at documentation;
- Ability to effectively manage multiple projects and meet tight deadlines;
- Ability to work independently with minimal direction, yet also work cooperatively with individuals, groups, stakeholders, government agencies, etc.;
- Well-developed communication and interpersonal skills;
- Previous contract and field crew supervision experience;
- Skill and efficiency in preparing grant proposals, technical and professional documents, reports, spreadsheets, budgets, letters and business correspondence;
- Competence in administrative tasks including field operations cost tracking, project and special event planning, file management, logistics;
- A technical diploma or a degree in the field of natural resource management or equivalent knowledge and experience;
- Technical proficiency in computers, competent in MS Excel and MS Word;
- Experienced in the use of Global Positioning Systems (GPS), proficiency in Geographic Information Systems (GIS) and the InvasivesBC database is an asset;
- Familiarity with East Kootenay region, particularly forest service road network, range tenures, parks and protected areas, local highways and secondary roads is an asset;
- Knowledge of BC Weed Control Act, BC Forest and Range Practices Act, Integrated Pest Management Act and Transportation of Dangerous Goods Act;



- Knowledge of invasive species identification, treatment and management is essential;
- A BC Pesticide Applicators Certificate is required; however it may be obtained after hire;
- Experience in using and maintaining herbicide spray equipment is an asset;
- Transportation of Dangerous Goods and familiarity with emergency spill is an asset;
- WCB Level 1 First Aid certification;
- Ability and comfort with regular field work in all conditions and in remote locations, sometimes alone;
- Ability to legally work in Canada;
- Ability to work from a home office (computer/printer/internet);
- Must have a valid BC Driver's License in good standing or equivalent; EKISC will need driver's abstract and
- Use of a reliable personal vehicle with 4x4 or AWD capability with high clearance an asset

6. ELIGIBILITY

To be eligible for this position, candidates must:

- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*
- Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

7. APPLICATION:

Please submit a resume and cover letter indicating how you meet the hiring criteria to: Katie Reid, Program Director, at katie@ekisc.com with subject line: Field Operations Manager Application

Your application will undergo an evaluation using an AI detection system. Any applications primarily generated by AI will not be considered.

Closing date: open until position is filled [we will conduct interviews on a continuous basis]

Position start date: July 29, 2024

Please direct any questions to katie@ekisc.com