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| **Job Title: Preserve Manager** | **FLSA Classification:**  Exempt Nonexempt |
| **Reports to: Wild Basin Creative Research Center Director** | **Location: Wild Basin Creative Research Center/Wild Basin Preserve** |
| **Department: Wild Basin Creative Research Center** | **Division: School of Natural Sciences** |
| **Employment Category:**  Full-Time  Part-Time | **Paygrade:**Click or tap here to enter text. |

**PRIMARY PURPOSE OF POSITION**

In keeping with the educational and conservation mission of Wild Basin Creative Research Center (WBCRC) and St. Edward's University, the Preserve Manager (PM) will provide logistical and supervisory support in the management of the Wild Basin Wilderness Preserve for the WBCRC. The PM will coordinate with St. Edward's University and local government agencies on land management criteria in accordance with the Balcones Canyonlands Preserve Land Management Plan. Working closely with the Director of the WBCRC, the PM will ensure compliance with regulations pertaining to the preserve, oversee all land and trail maintenance, help maintain facilities, participate in grant writing efforts, and play an active and supportive role in stewardship and public relations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Coordinate with government agencies to ensure program compliance with all local, state, and federal regulations pertaining to preserve lands.
* Ensure compliance with Travis County management agreement-related responsibilities, including quarterly & annual reporting and permitted projects.
* Work with Director and Travis County to adapt management activities and visitor access rules as needed.
* Maintain fire management criteria around facilities and throughout the preserve.
* Oversee gate operations, including onsite supervision of gate attendants; Ensure automatic gate is working properly; Maintain a safe line of ingress/egress for vehicles.
* Support education and research programs as needed and coordinate with researchers and educators to develop stewardship-based projects and programs.
* Develop and provide training materials and protocol guidance for interns, security guards, gate attendants, volunteers, and relevant contract employees.
* Recruit, coordinate, and train stewardship and trail patrol volunteers. Hold weekly and monthly stewardship workdays when possible.
* Work with the Center Director to identify possible grant-funded projects. Work to facilitate successful interactions with the community, donors, and the media.
* Serve as a point of contact to neighbors regarding preserve management issues.
* Monitor, map and remove invasive species, and perform vegetation restoration in coordination with Travis County BCP staff.
* Work closely with Center Director and Travis County personnel to determine signage needs. Install and replace signs as needed.
* Patrol perimeter quarterly. Monitor and troubleshoot trespass and rule violations issues.
* Perform monthly water quality management and monitoring.
* Support the Director of WBCRC and Dean of the School of Natural Sciences in maintaining facilities, including security and safety preparedness.
* Maintain composting and evaporative toilets. Coordinate with SEU facilities for major repairs or issues.
* Work closely with SEU Facilities and Master Planning staff on site-related issues and projects; Serve as point of contact for construction or repair-related contracted projects occurring onsite.
* Perform other duties as directed by the Director of WBCRC.
* Perform other duties as required.

**QUALIFICATIONS**

Minimum bachelor's degree in environmental science or natural resource management or a closely related field; Master's degree a plus. Experience interacting with a variety of government agencies involved in land and natural resource management preferred. Relevant work experience (e.g., maintenance operations, land management and grounds support). Experience training, supervising, and managing volunteers preferred. Experience working with threatened and endangered species preferred. Training in and experience working with GIS preferred. Master Naturalist certification a plus. Must be able to comply with workplace guidelines and attendance requirements. Successful completion of an employment and/or criminal history background check is required.

**WORKING CONDITIONS**

Work is performed largely outdoors in all weather conditions. Must be able to work at least one weekend day, some holidays and occasional evenings for special events. Work hours will be primarily 4 weekdays and one weekend day and occasional holidays. May be required to work immediately before, during or after an emergency or disaster.

**PHYSICAL REQUIREMENTS**

* Work is performed largely outdoors in all weather conditions, including extreme heat; is subject to sitting, standing, bending and reaching for extended periods of time; may have to spend time alone in isolated areas; walking and carrying equipment on uneven terrain; and must be able to safely pull, push, lift and carry items weighing up to forty (40) pounds.
* Physically able to lift and safely pull, push, lift and carry various materials up to forty (40) pounds on an occasional basis.
* While performing required job tasks, physically able to bend, crouch and reach continuously.
* May have to spend time alone in isolated areas;
* Physically able to walk and carry equipment on uneven terrain; and must be able to safely pull, push, lift and carry items weighing up to forty (40) pounds.
* While performing required job tasks, physically able to remain seated, frequently to continuously.
* While performing required job tasks, physically able to remain standing up to 15% of the time.
* Possesses dexterity abilities required to operate a computer and other office equipment to perform related job responsibilities.

**SUPERVISORY RESPONSIBILITIES**

Supervises student interns and volunteers.

**EXPECTATIONS**

* The ability to develop knowledge of, respect for, and skills to integrate the University mission and
* Holy Cross values into Wild Basin programs and services.
* Ability to handle highly confidential material, understanding that all University information should
* only be disclosed to others who have a need to know, for legitimate business reasons.
* Ability to exercise and apply sound judgment and decision-making skills as well as the ability to
* maintain integrity and confidentiality of data.
* Ability to quickly learn new technology and is self-motivated to stay current with emerging
* technologies.
* Ability to edit work for spelling and grammar, present numerical data effectively and is able to read
* and interpret written information. Demonstrates accuracy and thoroughness and monitors own work to
* ensure quality.
* Adapt to change in the work environment, manage competing demands and able to deal with frequent
* change, delays or unexpected events.
* Remains competent and current through self-directed professional reading, developing professional
* contacts with colleagues, attending professional development courses, and attending training and/or
* courses as required by the supervisor.
* Demonstrated ability and interest in growth and learning new skills.
* Ability to accept supervision, assignments, change and correction. Proven effectiveness in dealing with
* a wide range of professionals, staff, and administrators.
* Ability to balance priorities to accomplish assigned tasks within the required time frame and be able to
* shift quickly between several tasks without loss of continuity.
* Engage in meaningful and intentional professional development appropriate for areas of responsibility
* and actively engage in personal and campus wellbeing initiatives.
* Carry out all responsibilities and objectives in a professional manner.
* Accept and render constructive criticism in a professional manner.
* Adhere to the policies and procedures established by St. Edward’s University

*This document describes the general purpose, duties and essential functions associated with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.*

*I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.*

Employee (Print Name): Date:

Employee (Signature): Date:

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|  | HR OFFICE USE ONLY: | |
| **Approved by:** | | *Signature of the person with the authority to approve the job*  *description* |
| **Printed Name of**  **Approver:** | | *Printed name of the person with the authority to approve the job*  *description.* |
| **Date**  **approved:** | | *Date upon which the job description was approved* |
| **Reviewed:** | | *Date when the job description was last reviewed* |