



## Northwest Invasive Plant Council (NWIPC)

### CAREER OPPORTUNITY – FIELD OPERATIONS COORDINATOR

*This position is contingent on funding.*

#### POSITION DESCRIPTION

The Field Operations Coordinator will have operational expertise in invasive plant management (IPM) along with the administrative and management skills to oversee multiple Invasive Plant Management Area (IPMA) contracts. You will have the interpersonal and technology skills to effectively communicate with funding partners, IPMA contractors and the public. You have a proven track record for working independently to achieve defined outcomes in a timely manner.

<b>Type:</b>	Independent contractor with business GST number
<b>Term:</b>	Initial contract will extend from contract signing date to December 31, 2021 with an option to renew for one year, based on performance
<b>Hours:</b>	Self-directed. Approximately equivalent to 2/3 standard 35.5 hour week. Core operations occurring February through October
<b>Location:</b>	Home-office based within the NWIPC operating area is preferred; see <a href="http://nwipc.org/documents/private/NWIPC_IPMA_Map_Province.jpg">http://nwipc.org/documents/private/NWIPC_IPMA_Map_Province.jpg</a>
<b>Compensation:</b>	Hourly fee for service, amount to be negotiated based on experience and qualifications Mileage and per diems at the government rate, as of contract signing Other approved expense reimbursements, at cost, to a combined maximum of \$10,000 Pre-approved professional development and training to \$1,000 annually
<b>Closing date:</b>	December 31, 2020 4:00 PM (PST)

#### OVERVIEW

The Northwest Invasive Plant Council (NWIPC) is a registered not-for-profit society which operates throughout the central and northwest portion of BC. Our mandate is to reduce and prevent damage to local ecosystems by invasive plant species. There are eight Invasive Plant Management Areas which are managed by IPMA contractors. Activities of the IPMA contractors are overseen by the Field Operations Coordinator. The NWIPC works with funding partners and other stakeholders to set priorities and develop programs to meet their needs.

With an excellent track record over 15 years, the NWIPC is one of the leaders in the province. This dynamic organization provides a wide range of programs and services, which you will help to plan, implement and evaluate as the NWIPC continues to work towards achieving its mandate. Current initiatives of the NWIPC include:

- Terrestrial and riparian invasive plant management programs on Crown lands, regional and municipal jurisdictions, Crown corporations, private industry
- Plant inventory, treatments for control and bio-control activities
- Private landowner invasive plant management incentive programs

- Training for IPMA contractors and others
- Public education and outreach programs
- Special programs and targeted projects, including developing First Nations partnerships

## SKILLS, QUALIFICATIONS & EXPERIENCE

You are a highly motivated, self-directed individual and an effective problem solver and will have the following characteristics:

- A 2-year technical diploma or a degree in the field of natural resource management or equivalent knowledge and experience
- Expertise in invasive species identification, treatment and management
- Experience with contract management and field crew supervision
- Experience in various IPM control methods and ability to assess efficacy of those methods (mechanical, chemical, biological)
- Experienced in the use of Global Positioning Systems (GPS) and proficiency in Geographic Information Systems
- Knowledge of BC Invasive Alien Plant Program (IAPP) survey methodology and data collection
  - Experience uploading data to the IAPP database , preferred
- 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
- Proven technical proficiency in digital applications such as MS Excel and MS Word
- Skill and efficiency in preparing technical documents, reports, spreadsheets, budgets, and business correspondence
- Competence in administrative tasks including field operations planning, cost tracking, project planning, logistics and digital file management,
- Familiarity with BC's northwest and Haida Gwaii region, particularly forest service road network, range tenures, parks and protected areas, local highways and secondary roads
- Knowledge of BC *Weed Control Act*, BC *Forest and Range Practices Act*, *Integrated Pest Management Act* and *Transportation of Dangerous Goods Act*
- Experience in using and maintaining herbicide spray equipment, trailers and watercraft is an asset
- Ability and comfort with field work in all conditions and in remote locations

## REQUIRED CERTIFICATIONS AND/OR TRAINING

- BC Pesticide Applicator's Certificate, 5-year certification preferred
- Transportation of Dangerous Goods
- Workplace Hazardous Materials Information System (WHMIS) and familiarity with emergency spill response and first aid is an asset
- Level 1 First Aid

## DUTIES

The Field Operations Coordinator assumes responsibility for managing the following invasive plant management program elements:

- Assisting in developing and translating on-the-ground work plans appropriately, with the guidance of the NWIPC Program Manager, NWIPC Board of Directors committees, and partner agencies
- Working with the Program Manager to develop jurisdiction budget allocations for each IPMA and IPMA General Service Agreements
- Preparing survey and control plans based on consultation with partners using current and historical data
- Preparing all resources required to ensure IPMA contractual obligations are met
- Providing IPMA contractor training,
- Ensuring invasive plant management field work meets the NWIPC Strategic Plan objectives and those of our funding partners
- Conducting field audits and prepares IPMA contractor evaluations
- Working closely with IPMA contractors and their field crews
- Setting goals and priorities for field operations to meet partner expectations and NWIPC mandate
- Ensuring accurate and detailed records of all aspects of operational work performed by the IPMA contractor including contractor charges to the NWIPC
- Preparing schedules and progress reports and submits all data and findings in a timely fashion
- Reviews IPMA contractor site data for errors prior to forwarding IPMA contractor invoices to the NWIPC database manager
- Updates data and makes correction in the IAPP database, if required
  - Loads IAPP data, as necessary
- Prepares site maps and regular updates for NWIPC, partner agencies, and the public
- Responsible for following and adhering to all safety and operational guidelines and ensures IPMA contract compliance
- Tracks inventory, supplies and equipment needs
- Assists IPMA contractors to negotiate with landowners and obtain and maintain permission for field operations on private lands (residential and industrial)
- Constructively resolves any conflicts that may occur

#### Other duties:

- Reports regularly to the NWIPC Program Manager
- Maintains currency in professional development and certifications
- Sits on the NWIPC Target Plant Committee
- Assists Program Manager with interim and summary field operations reports
- Conducts outreach and education for a variety of audiences on the management of target invasive species (e.g. presentations to municipal councils).
- Participates in education and outreach activities

#### REQUIREMENTS OF AN INDEPENDENT CONTRACTOR

- Suitable office space
- Basic office equipment and supplies
- Cell phone with camera and appropriate plan
- A computer - laptop preferred with DVD/CD RW and flash drive(s)
- Printer/scanner/copier and ink
- Current MS Office 365 software including email application

- Global Positioning System (GPS) unit
- High-speed internet access
- Various field equipment (data logger/laptop, tape measure, compass, etc.)
- Field gear, weather appropriate clothing and PPE - as required
- Reliable 4WD truck with:
  - Road radio set up with channels for resource roads (forestry, oil/gas and mining)
  - Ministry of transport approved pylons for road shoulder work
  - Spill response kit
  - Basic fire suppression tools
  - Truck box equipment net
- Commercial General Liability in an amount not less than \$2,000,000.00
- Vehicle insurance in an amount not less than \$1,000,000.00

## HOW TO APPLY

Applications must be emailed to [manager@nwipc.org](mailto:manager@nwipc.org) with “NWIPC Field Operations Coordinator” in the subject line. Attach the following documents.

- Cover letter
- Resume
- List of related projects and/or activities demonstrating qualifications and experience

**Deadline for receipt of applications is December 28, 4:00 PM (PST).**

We thank all candidates for their interest and efforts in applying for this opportunity. However, only candidates being considered will be contacted.