



POSITION DESCRIPTION

RESERVE MANAGER

The Reserve Manager will have responsibility for all aspects of landscape maintenance, land management and management of public use at an assigned group of Reserves (Buzzards Bay Coalition owned conservation land properties open to the public for outdoor recreation and enjoyment). The focus will be on ensuring a high-quality standard for the managed landscapes and the user experience at these properties. This will ensure that the most visible front entrances and public access points are kept exceptionally well maintained for safety, function aesthetics and natural resource protection. The Reserve Manager is responsible for all aspects of their assigned properties (Reserves) including signs, trails, parking areas, landscape management, habitat/vegetation management, gardens, buildings and all other associated conservation property infrastructure.

The position is a hands-on job that demands an active, energetic self-starter and committed problem solver with demonstrated communication skills and proficiency with hand and power tools; experience with the direct implementation of landscape maintenance, natural resource protection and conservation land management; the skills and qualifications to guide the appropriate access to and use of such lands by the public; attention to detail; a passion for the regional environment; and the ability to work independently and to comfortably interact professionally with a wide diversity of people in a variety of situations. Attentiveness and attention to detail is of utmost importance, including an eye for a high standard of quality maintenance.

This full-time position will be a key member of the Coalition's Land Stewardship Team in the Watershed Protection Program and will report to the Land Stewardship Director. The ideal candidate will have strong situational judgement, creativity and diplomatic communication skills to effectively address the variety of unpredictable problems that arise amidst the schedule and routine of activities associated with conservation land management and landscape maintenance obligations.

We seek someone with at least 3-5 years of land management experience (such as lawn care, landscaping, grounds crew, private estate management, golf course or park grounds maintenance or equivalent), a proven track record of success, demonstrated skills associated with maintaining managed landscapes, facilities and/or managing natural properties for conservation and recreation.

The position is currently based at the Coalition's Marion Field Operations facility where BBC's watershed-wide conservation land management team currently operates out of. Daily work occurs at conservation lands located throughout the Buzzards Bay watershed region from Westport to Plymouth, MA and down to Falmouth on Cape Cod and out to Cuttyhunk in the Elizabeth Islands.

This position will have responsibility for and focus on conservation properties with high levels of visitor use between Westport and Marion.

Responsibilities include:

Primary Responsibilities:

- Responsibility to attentively care for all aspects of assigned Reserve properties including; maintain trails, roads, signs, bridges, boardwalks, overlook decks, piers, dams and water control structures, fences, parking areas, and other structures and facilities.
- Regularly patrol and monitor use activities, maintenance needs and natural resource conditions at Coalition owned and managed properties, identifying and prioritizing land management needs.
- Plan, schedule and perform year round landscape maintenance and land management activities including; mowing, brush clearing, tree removal, erosion control, debris removal, sign/fence/deck/parking area installation and maintenance, weeding garden beds maintaining accessible pathways and other property management/maintenance tasks as needed.
- Develop (in consultation with others as necessary) and implement measures to address issues, problems and unauthorized uses in a timely and effective manner.
- Foster and maintain positive relations with abutters, neighbors, partner organizations and local communities.
- Work with Land Stewardship Director and Vice-President of Watershed Protection and other staff to respond to and resolve land management issues, public access issues, and other community and conservation land issues.
- Develop and implement land management activities per existing management plans and current need, including public access and recreational use management, mowing and vegetation management, invasive species management, natural resource surveys, resource protection activities and potentially forest, shrubland, grassland (including prescribed burning) and agricultural management activities.
- Recruit, train and manage volunteers, interns, seasonal staff and work parties to maximize efficiency and capacity of stewardship/land management activities.
- Review, revise and update management plans at regular intervals as necessary. Assist with planning, budgeting, and developing new Land Management Plans
- Maintain up-to-date and accurate recordkeeping practices for all land management and natural resource monitoring activities and related correspondence per organizational policies and procedures.

Other Responsibilities:

- Secure and oversee services required for landscape maintenance and land management activities beyond the capability of staff and volunteers. Manage contractors.
- Maintain communications and coordinate with landowners and partners regarding periodic review and approval of public access plans and other plans.
- Respond to inquiries from the general public, town officials, other government officials, partners, community members and conservation land users.
- Coordinate and partner with other land conservation organizations, governmental agencies and municipal departments including regulatory/permitting officials, as needed.

Qualifications:

- Highly motivated and self-directed with strong judgment, drawing on both experience and supervisor's direction, to independently make informed decisions.
- Direct experience with planning and implementation of land management activities (such as trail building, installation of signage, vegetation/tree removal, and maintenance and/or landscaping).
- Experience with maintenance and management of landscapes, estates, grounds, golf courses park, public gardens or recreation facilities.
- Experience with maintaining and managing trails, parking areas, boardwalks, pedestrian bridges, etc.
- Experience with managing natural lands for public access and a diversity of uses including specific experience with balancing public recreational use with resource protection.
- An understanding of lawn and landscape maintenance, forest, shrubland and grassland management; barrier beach management; wildlife resource management; ecological restoration and agricultural practices.
- The ability to reach out to the community to promote the mission of the Coalition.
- Strong organizational skills in the office and in the field.
- Comfort and preferably enthusiasm for and ability to safely work outdoors in all conditions typical of natural lands of New England in all seasons.
- Competency with safe use of hand tools and power tools such as brush cutter and chainsaw, mowers ect. Basic carpentry and "handy/fix it" skills.

- The ability to work and effectively communicate in a professional, cooperative, tactful, personable and often confidential manner with a variety of individuals, including co-workers, volunteers, colleagues, landowners, abutters, contractors, government officials, community members and the general public.
- A team player with strong diplomacy, interpersonal and problem solving skills.
- Willingness to work differing hours and on various weekends and evenings, when necessary.
- Ability to lift and carry 45lbs and work on feet all day, including covering distances on natural landscapes.
- Reliable transportation. (business mileage for non-commuting, work related trips is reimbursed)

SALARY RANGE: \$55,000 - \$75,000

BENEFITS

Benefits including employer contributions towards Health Insurance and 401(k) Retirement plan and access to supplemental benefits.

TO APPLY

The position is available immediately. Please send a resume and cover letter by email, to:

Sabrina Silverbrand
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Buzzards Bay Coalition is proud to be an Equal Opportunity employer. All qualified persons are encouraged to apply and will be considered without regard to race, national origin, gender, gender identity or expression, sexual orientation, disability, age, religion, or veteran status.