Ontonagon Conservation District

Job Description for Invasive Species Technician Position

Not to Exceed 520 Hours (~June-September 2026), 1-2 positions available

The Ontonagon Conservation District is seeking to fill a temporary Invasive Species Technician position. This position will carry out aquatic and terrestrial invasive species work and is grant funded. This position will extend for no more than 520 hours, starting approximately June 2026 with some flexibility on start/end date. Position offers a flexible 20-40hour work week, with occasional irregular hours, weekends, as needed.

Position Summary:

The Invasive Species Technician will fill a role within our aquatic and terrestrial invasive species education and outreach program. The technician will assist with achieving and tracking grant goals and deliverables. They will ensure thorough and proper data collection and maintain field equipment. This position requires the applicant to conduct field work in all weather conditions. Chosen applicants are expected to have reliable transportation as use of employee's personal vehicle is required during employment. The employee is expected to follow the guidance and supervision of the District Manager.

Expectations and Opportunities:

This position is responsible for, and will potentially gain experience in, the following main areas:

1. **Delivering invasive species related education to the public.** Conduct verbal and written public educational outreach.
2. **Inventorying aquatic invasive species educational signage at boat landings.** Map locations and assess boat landing signage across the Ottawa National Forest. Replace signage, as needed.
3. **Inventorying terrestrial invasive species educational signage and boot brush stations.** Assess and map trailhead locations across the Ottawa National Forest. Replace or build boot brush stations and signage, as needed.
4. **Sharing your passion and knowledge of invasive species and lake health challenges and successes.** Implement the *Clean Boats, Clean Waters* program at public boat landings. Conduct boat landing inspections educating boaters about AIS. Utilize boat washing unit.

You will gain experience in: Community and Volunteer Engagement and Communications, Citizen-based Monitoring, Data Entry, and Record Keeping

We are seeking a self-directed, responsible, ambitious, and highly motivated employee who can work independently and as part of a team with minimal supervision. Ability to learn new tasks quickly and thoroughly. Ability to interpret and implement written and verbal instructions. Individuals with the ability to communicate effectively with co-workers and the public in a professional manner, strong organizational skills, and a background or interest in natural resources are preferred.

Required Qualifications: Excellent oral and written communication skills. Strong organizational skills. Ability to work with peers and the general public. Basic office skills, data entry, and record keeping. A strong work ethic and the ability to self-motivate and work independently in the field. Work efficiently outdoors in varying conditions and terrain; ability to lift up to 50 pounds. Must maintain a valid driver's license and clean driving record. Must have reliable personal transportation.

Education and Experience: Pursuant of, or obtained, High School Diploma or equivalent. Coursework or degree in a natural resources field of study is preferred, but not necessary.

Preferred Qualifications:

- Basic knowledge of invasive species. Field experience in invasive species identification, or willingness to learn.
- Trailering experience preferred (please indicate relevant experience on application, if applicable.)
- General knowledge or experience operation and basic maintenance of equipment and/or construction, preferred.
- Working knowledge of map reading and GPS, or willingness to learn.
- One year of experience in natural resource fieldwork is preferred, but not necessary.

This temporary position at $15-16/hour, depending on experience. Mileage reimbursement at current government rate (when use of personal vehicle is required for travel.) Flexible start date in June. Position is grant funded and will not exceed 520 hours; extension contingent on continued grant funding. Anticipated time commitment is 20-40 hours per week, but hours can vary due to workload and weather conditions. Field work in Ontonagon County and the Ottawa National Forest with mileage reimbursement to field location. District provides Workman's Compensation Insurance, the employer's share of Social Security and Medicare taxes, and Unemployment Insurance. No holiday workdays. There are no retirement or health benefits associated with this position. Upon accepting the job offer, the successful candidate must sign a work agreement which defines the conditions of employment including salary and benefits.

Applicant **must possess a valid Michigan Driver's License and reliable transportation** to be considered. To apply: Interested applicants should submit the following to the District for consideration: 1) Letter of interest and resume 2) 3 references including phone number and email address contact information. Failure to provide all required information will result in disqualification. Please submit application materials to: ontonagon@macd.org with email heading 'Position Application.' Applications reviewed on a rolling basis, position open until filled.