

## JOB DESCRIPTION



**JOB TITLE** Biological Field Technician II  
**JOB FAMILY** Science  
**JOB NUMBER** 850002  
**SALARY GRADE** 4  
**STATUS** Hourly  
**DATE** May 9, 2018

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**SUMMARY** The Nature Conservancy's Camp Shelby Field Office seeks a Biological Field Technician II works closely with science and conservation staff to research and gather conservation planning data related to at-risk wildlife management at the Camp Shelby Training Site located within the DeSoto National Forest in south Mississippi.

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**ESSENTIAL FUNCTIONS** The Biological Field Technician II performs field work in remote settings to assist with the development and implementation of long-term life history and population monitoring of the Black Pine snake, Gopher tortoise and other rare and endangered herptofauna projects. Work also includes monitoring breeding activities, head starting and translocation of the Dusky Gopher frog. S/he gathers and synthesizes data related to at-risk species management in order to create conservation activities and implementation plans. S/he works with staff and partners to create conservation plans to identify priorities.

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- RESPONSIBILITIES & SCOPE**
- Coordinates with Wildlife Biologist and Biological Field Technician I to perform projects.
  - Assists with black pine snake, gopher tortoise and other projects to include, but not limited to, building traps, identifying potential trap sites, installation of drift fences, trapping, radio telemetry, identification of reptiles and amphibians, habitat characterization and restoration.
  - Assists with gopher tortoise projects to include, but not limited to, egg nest surveys/transport, incubation care, hatchling tortoise care, burrow surveys/scoping, sampling vegetation in association with habitat characterization, checking traps.
  - Performs Camp Shelby Burrowing Crayfish surveys and sampling.
  - Assists with field surveys for threatened and endangered species for specific project areas as requested by the Mississippi Military Department (MMD).
  - Captures field collected GPS data for incorporation into a GIS database.
  - Manages the rare fauna GIS database following MMD standards.
  - Uses ArcGIS to create maps relevant to specific projects and reports.
  - Performs data entry, analysis and interpretation of projects.
  - Presents data and findings as requested by the Wildlife Biologist.
  - Writes appropriate section(s) of the annual report. Writes other reports related to projects.
  - Assists with prescribed burns on Department of Defense (DoD) and TNC lands.
  - Performs various administrative duties.
  - May work with a small group of staff or volunteers on a project basis.
  - Purchase equipment and supplies as provided for in budget.
  - Work in variable weather conditions, at remote locations, in hazardous terrain and under physically demanding circumstances.
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- MINIMUM QUALIFICATIONS**
- Bachelor of Science degree in biological sciences related field and 1 year experience or equivalent combination of education and experience.
  - Experience using common software applications (e.g.; Word, Excel, Web browsers).
  - A valid driver's license and safe driving record for operating a TNC owned or leased vehicle.
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- PREFERRED KNOWLEDGE, SKILLS & EXPERIENCE**
- Bachelor of Science degree in biology, zoology, herpetology, wildlife biology, ecology or natural sciences and 1-2 years prior related field experience.
  - Experience with herptofauna (including snakes).
  - Experience using telemetry equipment.
  - Training and/or experience using GPS units and GPS Pathfinder Office software.
  - Coursework, training and/or experience with ArcGIS software to manage a GIS database, analyze GIS data and create maps.
  - Experience with database management skills using a variety of sources including report production.
  - Experience and/or coursework with analyzing, manipulating, and interpreting data which may include statistics.
  - Experience and/or coursework involving natural systems and natural systems management techniques.
  - Ability to meet annual training and health requirements for prescribed burning at the arduous training level (3 miles, carrying 45 lbs. in 45 minutes or less) and/or current certification as Firefighter Type 2 (FFT2) and prior experience with prescribed burning.
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*The Nature Conservancy is an Equal Opportunity Employer. Our commitment to diversity includes the recognition that our conservation mission is best advanced by the leadership and contributions of men and women of diverse backgrounds, beliefs and cultures. Recruiting and mentoring staff to create an inclusive organization that reflects our global character is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military or veteran status or other status protected by law.*

- Ability to safely operate and haul equipment such as UTVs and ATVs. Familiarity with a variety of electrical and fuel powered tools and must be able to operate these tools safely. Must follow safety guidelines and precautions specified for work and vehicle operation.
- Ability to work in a military environment which includes mandatory coordination with Range Control to enter restricted access areas with unexploded ordinance.
- Ability to work in an environment with red bugs, ticks, poisonous plants and venomous snakes.
- Ability to complete tasks independently within assigned timeframes.
- Ability to perform administrative duties emphasizing detail-oriented and numerical tasks.
- Ability to interpret guidelines and evaluate information and adapt accordingly.
- Ability to work independently and exercise independent judgment.
- Training and/or experience in supervisory skills.

**ORGANIZATIONAL  
COMPETENCIES**

Communications	Effectively expresses messages verbally and in writing. Actively listens to others. Fosters open exchange of issues. Is timely with information.
Flexibility & Innovation	Flexible to changing circumstances. Takes innovative approaches towards work. Takes calculated risks and makes dependable decisions in the face of uncertainty.
Interpersonal Savvy	Maintains positive working relationships. Contributes to productive partnerships inside and outside the organization. Understands team member roles and values the contributions of others. Effectively deals with conflict.
Open to Learning	Versatile learner and committed to self-improvement. Employs strengths effectively. Willingly shares knowledge with others. Seeks coaching on areas needing improvement. Adjusts behavior/performance as needed. Views mistakes as learning opportunities.
Organizational Awareness	Understands the basics of our business. Knows how local job relates to the big picture & contributes to the overall strategy. Knows how/why things work inside TNC. Easily moves through internal networks and channels for success.
Produces Results	Takes Initiative. Focuses on priorities. Strives for excellence. Is dependable and accountable for results. Persistent in the face of obstacles and meets deadlines.

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