



# Job Description

## *Conservation Technician*

### **FVC Initiatives you support:**

- Habitat Enhancement
- Social Enterprise
- Work Parties
- Educational Events
- Landowner Contact
- Volunteer Engagement
- Community Engagement

### **Reporting relationships**

You will report to both the Program Coordinator and the Habitat Enhancement Coordinator. They will act as your direct supervisors for the duration of the work term. Specific tasks will also frequently require you to work with and take instruction from other FVC staff members.

### **Hours of work**

This is full-time work, averaging 37.5 hours per week, with a minimum of 35 hours up to a maximum of 40 hours per week. Overtime is not permitted unless approved by the Executive Director. For office tasks you may work from home a maximum of two days per week. You will be expected to work some evenings and/or weekends. This is a 10-month work term with a possibility of extension.

### **Job purpose**

The Conservation Technician is an adaptable team member that plays a key role supporting a wide range of FVC initiatives. You will work with FVC coordinators to meet annual goals and objectives for several FVC programs. These include activities like habitat enhancement work, stewardship of species at risk, monitoring/maintaining sites of ecological importance, and participating in FVC's community engagement





initiatives. You will be responsible for documenting activities in both technical and informal writing formats, using mapping software, and supporting other FVC staff members as needed.

## Primary duties and responsibilities

The Conservation Technician performs a wide range of duties, including:

### Habitat Enhancement, Maintenance and Monitoring

- Supporting the implementation of habitat enhancement projects on private properties and in public parks.
- Removing invasive plants, such as blackberry, with a pickaxe, pruners or by pulling.
- Receiving, placing, and installing by hand native plants in varying conditions.
- Cutting and installing willow stakes.
- Picking up and disposing of garbage and other debris.
- Assisting in monitoring efforts, such as photo point monitoring or vegetation surveys, of past/current habitat enhancement sites, and FVC properties.
- Following a plan (written, verbal, or map) to implement on-the-ground tasks independently.

### Species at Risk Stewardship Support

- Assisting in species at risk monitoring projects including trapping, counting, measuring, and marking live animals (frogs, snails, or owls).
- Undertaking species or habitat surveys in wetlands, by wading or kayaking, and in upland or riparian environments.
- Undertaking species at risk visual encounter and road mortality surveys.
- Recording observations and measurements (i.e. water temperature and depth, vegetation metrics, species observed visually, species' calls heard, etc.) using ArcGIS Survey123, Field Maps, FileMaker Pro, and other data collection tools.
- Supporting the installation and removal of temporary directional fencing and signage to assist amphibian migrations in known hotspots.
- Helping to install, monitor, and clean owl nest boxes.
- Helping to deploy and retrieve audio recording units and analyze data using "Kaleidoscope" software.
- Helping to install and check trail cameras.





- Assisting with project planning, preparation, and wrap-up tasks, including following gear sanitation and management protocols.

## **Community Engagement**

- Helping to set up and take down equipment (tents, tables, signs, etc.) at FVC events.
- Supporting the implementation of FVC events including greeting guests, answering questions, assisting with presentations, and promoting our work.
- Working alongside and mentoring volunteers at habitat enhancement or environmental education events.
- Supporting a community science volunteer team with data collection under the direction of the project coordinator.
- Assisting with scheduling and implementation of community science volunteer team activities.
- Creating social media and website content as required under the direction of project coordinators.
- Answering questions asked by the community about the FVC, our mandate, and the work we are doing, in person or by email. Directing questions to other FVC staff as needed.
- Supporting landowner contact initiatives by joining FVC staff on site visits to properties.
- Supporting conservation initiatives across the Fraser Valley with partner organizations.

## **Reporting**

- Writing technical memos to report on the work completed.
- Visually expressing the work completed/planned using mapping software including QGIS, Google Earth and municipal webmaps.
- Proofreading documents written by other staff members.
- Writing Wildlife Habitat Reports for private properties.

## **FVC Organizational Support**

- Provide ancillary support for other FVC programs by coordinating with and supporting colleagues as needed.





- Attend important FVC events, such as the Annual General Meeting and fundraisers, to connect with the community and represent the organization.
- Attend monthly staff meetings and program planning meetings.

## Expectations

The Conservation Technician should demonstrate the following behavioural competences:

- **Ethical behaviour:** Understand ethical behaviour and business practices and ensure that your own behaviour and the behaviour of others is consistent with these standards and aligns with the FVC's values.
- **Effective communication:** Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques. Be able to describe the work you do and how it supports the values of the FVC.
- **Effective public engagement:** Engaging the public professionally, expressing importance of the task, and conveying organizational values and messaging.
- **Teamwork:** Work cooperatively and effectively with others to achieve goals and resolve problems.
- **Independence:** Work on your own as required while achieving the mutual team goals.
- **Organization:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities.
- **Adaptability:** Accommodate changes in scheduling and work sites when uncontrollable variables arise.
- **Leadership:** Positively influence participants to accomplish tasks at community events.
- **Seeking guidance and approval:** Seek approval from your supervisor when unexpected issues or barriers arise, prior to acting.

## Compensation

Calculated based on industry standard and years of experience: \$21.50/hour.

Effective date July 2<sup>nd</sup>, 2024.

