

## Great Pond Mountain Conservation Trust

# Land Steward Job Description

The Land Steward is responsible for the stewardship of GPMCT's properties: prioritizing and implementing the maintenance, construction, and general management needs to meet the Trust's responsibility to steward its land in an exemplary manner.

### Supervision:

The LS reports the Executive Director and works closely with the Stewardship Committee

### Job Skills Required:

- Farm tractor operation
- Operation of small power and hand tools (brush mower, chain saw, drills, weed whacker, hand saws, pole saws, etc.)
- Maintenance and minor repair of equipment
- Basic Carpentry
- Road and trail maintenance
- Google Suite software
- GPS/ GIS familiarity
- Posting on GPMCT Facebook & Instagram pages

### Other requirements:

- Be in excellent physical condition and able to carry 40 pounds; negotiate rugged, steep hiking trails in all weather
- Attend night and weekend meetings and events
- Have valid driver's license and reliable, insured vehicle
- Have cell phone

### Required Certifications (either have or willing/able to get after hiring):

- Chainsaw safety certification
- Stream Smart/ DEP erosion control certification
- First Aid/CPR Certification
- Background check

### Job Responsibilities:

- **Organizing and managing volunteers in the field**
  - Working with the Stewardship Committee to define and manage volunteer projects
  - Organizing and managing weekly stewardship work projects

- Managing adopt-a-trail, bird box, and other volunteers devoted to specific projects
- **Land Management**
  - Maintaining road, trail, culvert, bridge, boundaries and other infrastructure to established standards
  - Supervising construction and other contractors doing road and trail erosion control and other projects
  - Monitoring of habitats and rare species; invasive species monitoring and removal;
  - Management of kiosks, signage, iron rangers and other outreach tools
- **Public Outreach**
  - Greeting visitors, enforcing our guidelines and responding to any urgent situations
  - Assisting with Trust-sponsored educational and recreational events as needed
  - Posting photos and events to social media
- **Planning and Administration**
  - Organizing and maintaining Stewardship files
  - Working with the Executive Director to develop and manage the Stewardship budget
  - Report to Stewardship Committee and Executive Director on land management activities
  - Implementing the Wildlands Management Plan as required
  - Working with the Stewardship Committee to implement annual work plans
  - Managing spreadsheets to collect data, prioritize, and manage road, trail, culvert, bridge, sign, kiosk, boundaries and other infrastructure inventories
- **Other**
  - Maintain positive relationships and open communications with staff, committees and board; know and adhere to GPMCT policies and procedures
  - Other related duties as assigned

### **Qualifications:**

- Project management experience
- Trail construction/maintenance experience
- Attention to detail; ability to see subtle changes in the environment; ability to see land and facilities from the public's perspective
- Knowledge of native and invasive trees, plants and wildlife
- Ability to positively interact with public and volunteers, be an ambassador for the Trust
- Demonstrated ability to work independently
- Bachelor's degree (or higher) is preferred.