

Job Description

Job Title:	Reserve Steward (5189U) #23959
Job ID:	23959
Department:	Blue Oak Reserve
Location:	Main Campus-Berkeley
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

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About Berkeley

The University of California, Berkeley, is one of the world's most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley's culture of openness, freedom and acceptance—academic and artistic, political and cultural—make it a very special place for students, faculty and staff.

Berkeley is committed to hiring and developing staff who want to work in a high performing culture that supports the outstanding work of our faculty and students. In deciding whether to apply for a staff position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley Workplace Culture with their potential for success at <http://jobs.berkeley.edu/why-berkeley.html>.

Application Review Date

The First Review Date for this job is: 10/17/2017

Departmental Overview

The Blue Oak Ranch Reserve is used primarily as a scientific research site to conduct various investigations across the Earth and Life Sciences, Engineering and Computer Sciences, as well as graduate student studies in the arts and humanities. In any given year 10-15 projects may run concurrently, with individual researchers spending an average of 10 days a year conducting their field studies. While the majority of projects originate from any of the UC campuses, a significant group from the CSU system, private Universities in California, out of state and International institutions are not uncommon. As a result of their hard work and dedication, BORR scientists have 10-12 journal manuscripts published annually that are based on research carried out in this landscape. For a listing of current and past research projects and investigators, check out the Research section of this website.

Responsibilities

Land Management and Stewardship

- Evaluates and investigates opportunities for improvement.
- Attend workshops and research talks on relevant topics to assure effective and efficient practice, in the area of land management
- Utilize scientific methods to catalogue vegetation
- Weed control—create maps of weeds on reserve and maintenance of both (maps and weeds)
- Knowledge of a variety of tools including a tractor and/or skid steer to ensure safety of visitors and effective maintenance of the field site.
- Analyzes data / terrain and provides input to reports and / or plans to meet regulatory requirements consistent with research protocols and objectives.
- Utilize scientific methods for cataloguing small mammals, vegetation, etc.
- Maintain cameras and weather stations across the reserve
- Assist in land restoration and native seed cultivation projects
- Supervise and direct volunteer groups and temporary workers
- Other duties as needed

Hospitality Services (Youth < 18 years of age)

- Displays appropriate behavior (action and language) around under aged users.
- Serves as a mandated reporter, reporting the observed or suspected abuse of / neglect of children to designated law enforcement.
- Plus, all relevant responsibilities listed below, under adults

Hospitality Services (adults > 18 and over)

- Communicate effectively with scientists, students, and non-profit groups
- Reside in onsite housing, and serve as a point of contact for all visitors
- Troubleshoot and resolve service issues
- Prepare housing, kitchen and restrooms for groups and coordinate group cleanup before departures
- Monitor and restock cleaning supplies and paper products
- Waste and recycling management
- Share general information about the services, programs and natural history of the reserve
- Diagnose building infrastructure failures and arrange repairs through university and outside contractors as needed.
- Analyzes data / terrain and provides input on reports and / or visitors goals / research
- Provide back-up services to ensure guests have a point of contact at all times
- Ensure the health and safety of residents on the reserve
- Collaborates with researchers, teachers and students to achieve mutual goals

Identifies and obtains all required approvals for program operations in US and research site location(s) (if applicable).

Documents activities and follows up in accordance with relevant policies and regulations.

Conducts background research for briefs and presentations. Provides research and writing support to grant proposals, meeting summaries and reports.

Contacts agencies and research partners as needed to coordinate planning.

Participates in training activities on research methods and measurement to research partners

Required Qualifications

- Proven ability to work independently and within small teams.
- Demonstrated ability to meet deadlines with minimal supervision, as well as being dependable and reliable.
- Knowledge and ability to oversee and perform land management activities
- Ability to perform duties related to maintenance of species populations (e.g., bullfrogs, birds, bats, weeds/plants, etc.)
- Familiarity with land management tools, how and when to utilize them, as well as the most effective use of motion detectors, camera traps, tractors, ATVs (etc.) in ecological field stations,
- Ability to manage vendors to contractual agreements
- Knowledge of a variety of office tools (computers: google, MS office Suite and e-mail), copiers, printers, etc.
- Proven ability to work in ambiguous conditions and take relevant responsible action as required.
- Analytical skills, with an ability to contribute to research, field operations and educational based activities.
- Thorough knowledge of safety protocols, with an ability to train others.
- Strong communication skills with an ability to work collaboratively and supportively with research partners, project team members and educational groups, as needed
- Ability to use scientific methods for cataloguing small mammals, vegetation, etc.
- Ability to hire and oversee the work of others and keep them on task, ensuring success
- Ability to work in extreme cold / hot weather, confined spaces and in areas where snakes and other wildlife are commonly encountered
- Ability to reside in onsite housing, be accessible on your scheduled days, and serve as a back up to the Assistant Director in their absence
- Ability to lift and carry loads up to 50 pounds without assistance, as needed.
- Ability to pass a criminal background check
- Ability to serve as a mandated reporter, who is required to report the observed or suspected abuse of / neglect of children to designated law enforcement.

Preferred Qualifications

- Field station experience or equivalent
- Fieldwork experience
- Restoration ecology experience

Salary & Benefits

Annual Salary Range: \$50,100.00 - \$76,300.00

For information on the comprehensive benefits package offered by the University visit:

<http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>

How to Apply

Please submit your cover letter and resume as a single attachment when applying.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job

responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant see: http://www.eeoc.gov/employers/upload/poster_screen_reader_optimized.pdf
For the complete University of California nondiscrimination and affirmative action policy see: <http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>