



October 9, 2017

## Job Description for Operations Coordinator

*Prudenterra's Operations Coordinator conducts ecosystem management for landowners throughout Iowa. This is a part to full time, 11 months per year job at an innovative, fast paced start-up business. This position reports to Nolan Currie, Project Coordinator.*

### Company Information

Prudenterra's vision is to *empower landowners to strategically restore thriving, profitable perennials and maintain them for generations.*

- About **35%** of our revenue is generated by **prairie management** (mowing, seeding, spraying, and burning).
- **30%** is **forest management** (thinning, planting, and timber sale administration).
- **25%** is **consulting services**: interpreting and evaluating ecosystems for landowners and providing recommendations to achieve their goals and objectives.
- **10%** is innovative **land management installations** such as streambank restorations, wetland reconstruction, and agroforestry swales systems for tree crops orchards or silvopasture.

By 2026, we aim to have helped transition 20,000 acres of unprofitable Iowa crop ground and degraded timber pastures to diverse, resilient perennials. These ecosystems produce valuable services such as diverse wildlife habitat, cleaner water, and the sequestration of carbon in living plants and soil.

Prudenterra is owned by Luke Gran. Other members of the management team include one full-time employee--Nolan Currie, Projects Coordinator, as well as two part-time employees--Sally Gran, Agroecological Planner, and Crystal Riggins, Office Administrator. Several part-time, seasonal employees and casual laborers assist in the implementation and maintenance of projects for Prudenterra clients.

### Job Requirements

- The position is seasonally variable, at least 20 but sometimes more than 40 hours per week.
  - Willing to work from sun up to sun down if necessary when field conditions are appropriate including Saturdays and an occasional Sunday.
  - Able to commute in your own vehicle to Prudenterra headquarters. Our headquarters is a 20 minute drive from Ames, and is located southeast of Nevada, Iowa. Projects are implemented throughout Iowa on property owned by Prudenterra clients.
  - Hold a valid driver's license. Must be able to drive a four-wheel drive pickup truck with an automatic transmission, and haul implements on trailers.
  - Learn to drive, operate, and maintain a 45 hp tractor with loader and various implements.
  - Willing and able to tolerate working outside in a variety of uncomfortable conditions including wind, rain, snow, heat as high as 95 degrees Fahrenheit (F), and cold as low as 5 degrees F. Must be prepared to work safely in all of these conditions by bringing and wearing appropriate protective clothing (much of it provided by Prudenterra).
  - Must have attended chainsaw safety trainings and at least 200 hours operating chainsaws.
  - Able to conduct physically demanding work, crouch over, and lift up to 50 pounds.
- Certifications Required
- *Within 30 days of start date*: Iowa Commercial Certified Pesticide Applicators' License Core Manual as well as Forest Pest Add-on, Ornamental & Turf Add-on.
  - *Within 90 days of start date*: S130/S190 National Wildfire Coordinating Group (NWCG) Fire Training Course.

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## Duties and Responsibilities

- Attend weekly meetings with management team, plan operations and execute them.
- Keep and continually renew a list of Seasonal Crew Members to deploy for efficient operations.
- Cultivate and collaborate with Seasonal Crew Members who will directly report to you.
- Mix and apply herbicides safely around tree/shrub seedlings, on cut stumps and trunk girdles with backpack sprayer or handheld spray bottle. Prepare larger sites with broadcast spray with pull-behind type 13 feet wide boom sprayer with pump on tractor.
- Burn grasslands safely with prescribed fire techniques.
- Mow with rotary cutter mounted on a tractor and a riding lawnmower.
- Seed prairie with broadcast seeder and no-till drill seeder.
- Clean and maintain small engine chainsaws of various makes and models (Stihl 192, 261MC, 362, Husqvarna 346XP) in the shop at Prudenterra headquarters.
- Mix gas/oil for small engines correctly and maintain inventory of fluids, oils, parts, and conduct the purchase of necessary equipment.
- Correctly sharpen saw chains and lubricate bearings.
- Work independently and think ahead to plan each week so you can work as weather allows.
- Perform "Strategic Tree Selection" management as marked by the forester.
- Perform "Weed Tree Eradication" as designed by the forester.

## Skills Required

- Excellent communication, interpersonal skills - works well with colleagues and clients.
- Punctual, dependable, organized, enjoys a dynamic routine working outside with the weather and conditions in woodlands, prairie/wetlands, and crop fields.
- Must have a passion for customer service. Operations Coordinator is a point of contact for landowners and farmers and must be patient, welcoming and friendly.
- Must be highly motivated, self-directed, and very capable person who enjoys working independently up to eight hours at a time and also in teams of 2-6 people.
- Must make critical decisions in the field regarding safe work conditions, equipment troubleshooting, etc.
- Botanical identification by bark, buds at least down to genus (i.e. hickory, oak, common name is sufficient).
- Strong map reading skills and comfort navigating with the aid of a compass.
- Ability to use web-based technology on iPad or smart phone to communicate (texting, email, online server access).

## Compensation

Starting hourly pay rate of \$11.50 per hour. After 90-day training period, the employee has the potential to earn between \$12 and \$13 per hour depending on quality of work and other performance-based evaluation metrics. Track and report hours to Crystal Riggins, Office Administrator. Overtime pay is offered for weeks when work is performed in excess of 50 hours, and days worked in excess of 10 hours in a 24-hour period.

## Mileage

Commuting miles to the headquarters are not reimbursed. However, mileage on your personal vehicle driving from headquarters to a job site *is* reimbursed at the mileage rate which for 2017, is: \$0.535/mile.

## Benefits

Workers' Compensation Insurance is provided in the event of a work-related injury or accident. This position does not provide paid time off, paid holidays, medical insurance, or retirement benefits at this time. It includes four weeks of unpaid leave, taken in two week increments in both February and July.

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**Start Date:** On or before November 1, 2017

Due to the financial responsibilities of the position, the employee may be asked to furnish a recent personal credit report.

Applicants are encouraged to submit a cover letter and resume with three professional references to Nolan Currie, Projects Coordinator by email to [nolan@prudenterra.com](mailto:nolan@prudenterra.com) by mid day on October 23, 2017 at 12:00 PM CT (Noon).