



Now Hiring: Operations Coordinator

Work at an innovative ecosystem restoration company that serves landowners throughout Iowa.

Job Summary

- Perform ecological restoration and maintenance for clients. Ensure equipment integrity, high quality delivery of contract objectives, and most efficient use of time and materials.
- Help manage crew members and ensure their safety.
- Maintain and repair equipment such as chainsaws, mowers, auger, seeder, weed wacker, sprayers, tractor, and pickup trucks.
- Propagate and maintain nursery plants; manage storage of prairie plant seeds and bare root stock prior to installation.

Company Information

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

- 60% of our work is **prairie management**--mowing, seeding, spraying, and burning.
- 30% is **forest management**--thinning, planting, and timber sale administration.
- 5% is consulting services--**interpreting and evaluating ecosystems** for landowners and providing recommendations to achieve their goals and objectives.
- 5% is **innovative land management installations**--streambank restoration, wetland reconstruction, and swales for tree crop orchards or silvopasture.

Prudenterra is based out of Nevada, Iowa, and is owned by forester Luke Gran. The management team includes a full-time project manager, accounts manager, a part-time marcom manager, and part-time office administrator. Part-time operations crew members also assist in implementing and maintaining projects.

Operations Coordinator

The position is full-time, 40 to 45 hours per week. It offers work outside, opportunities to learn about the unique natural resource management of Iowa's native plant communities and the people who own and care for them. Each year includes two weeks of unpaid time off. Reports to Project Manager, Annie Fangman, and starts in the fall of 2018. Position is open until filled.

Job Requirements

Operate Equipment:

- Must have some experience operating chainsaws and be willing to hone skills and safety practices.
- Learn to drive, operate, and maintain a 45 hp tractor with loader and implements.
- Be able to drive an automatic pickup truck, and haul implements on trailers.

Physical Work:

- Able to conduct physically demanding work, crouch over, and lift up to 50 pounds.
- Work outside in seasonally variable conditions, and wear appropriate protective clothing.

Drive:

- Hold a valid driver's license, and have a good driving record.
- Able to commute in own vehicle to Prudenterra headquarters near Nevada, Iowa.

Duties and Responsibilities

- **Collaborate:** Meet every two weeks with Prudenterra management team and weekly with the Project Manager to discuss scheduled projects. Operations Coordinator is primarily *internally* focused (maintain tools and supply inventory, operate equipment) while Project Manager is *externally* focused (assess site conditions, schedule work, organize for client projects). Work independently and think ahead to plan each week so that operations can be performed as weather allows.
- **Conduct projects:** as described in estimates which includes:
- **Prescribed burns:** Burn grasslands and woodlands safely with prescribed fire techniques (backfire, flank fire, wet line) as leader of burn crew.
- **Seeding:** Seed prairie with broadcast seeder and no-till drill seeder.
- **Tree planting:** Place container-grown and bare-root nursery stock trees and shrubs into the earth at the proper depth, spacing, and diversity by hand and with the aid of a machine planter.
- **Mowing:** Mow with rotary cutter mounted on a tractor and a riding lawnmower.
- **Chainsaw operation:** Perform woodland or prairie management as marked by forester.
- **Herbicide application:** Mix and apply herbicides safely around tree/shrub seedlings, on cut stumps and on trunk girdles with backpack sprayer or handheld spray bottle. Prepare larger sites with broadcast spray of herbicide with a small boom sprayer.
- **Lead operations crew:** Cultivate, collaborate with, mobilize, and be responsible for the safety of crew members who will report directly to you.
- **Oversee the shop:** Maintain order and cleanliness of the workspace in the heated shop. Keep shop stocked with sufficient inventory of hardware, parts, and tools. Ensure quality of seed and bare root trees/shrubs in walk-in cooler.
- **Maintain equipment:** Clean, maintain, and repair small tools and equipment such as small engine chainsaws, pole saws, and weed trimmers of various makes and models (Stihl 192/193, 261MC, 362, etc.), as well as a 45 hp tractor and off-highway vehicles.
- **Prepare equipment for projects:** Correctly sharpen saw chains and lubricate bearings. Mix gas/oil for small engines correctly and maintain inventory of fluids, oils, parts, and conduct the purchase of necessary equipment.
- **Propagate and maintain** native trees and shrubs in small nursery for sale to clients.

Required Certifications

Within 90 days of start date:

- National Wildfire Coordinating Group (NWCG) S130/S190.
- Iowa Commercial Certified Pesticide Applicators' License Core Manual as well as Forest Pest Add-on, Ornamental & Turf Add-on.

Within 180 days of start date:

National Wildfire Coordinating Group (NWCG) S130 Fire Training Course.

Skills Required

- **Work well with others:** Effective and direct communicator with excellent interpersonal skills. Welcoming and friendly to clients, and a good team leader. Able to communicate via text, email, and online server.
- **Technical knowledge of equipment:** Familiarity with equipment, running chainsaws, driving tractors, trucks, trailers, spraying herbicide by hand, backpack, OHV, and tractor
- **Reliable:** Punctual, dependable, organized. Highly motivated and self-directed, whether working independently or collaboratively.
- **Botanical Identification:** Learn to identify common species by bark and buds. Common name by genus is sufficient--i.e. hickory, oak.
- **Good Judgement:** Must make critical decisions in the field regarding safe work conditions, and be able to (or learn to) troubleshoot equipment when problems arise.

Compensation

Starting hourly pay rate of \$11.50 per hour. After 90-day training period, the employee will earn between \$11.75 and \$12.00 per hour depending on quality of work. Pay will increase as skill and experience are developed through on-the-job mentorship.

Track and report hours to office administrator. Overtime pay is offered for weeks when work is performed in excess of 40 hours, and days worked in excess of 10 hours in a 24-hour period.

Mileage

Most travel to job sites is conducted in Prudenterra vehicles, but in cases when employees must drive a personal vehicle from Prudenterra headquarters to a job site, mileage is reimbursed.

Benefits

Workers' Compensation Insurance is provided in the event of a work-related injury or accident. At this time, this position does not provide paid time off, paid holidays, medical insurance, or retirement benefits. In addition to unpaid holidays, it includes two weeks of unpaid time off, taken in one week increments in the months of February and July, which are the slower seasons for restoration. Other unpaid time off may be approved by the Project Manager.

Start Date

Preferred start date October 15th or earlier.

To Apply

Submit a cover letter and resume with three professional references to Annie Fangman, Project Manager at annie@prudenterra.com. Open until filled.