

ALLOCATIONS (FOR FINANCE PURPOSES ONLY):

TITLE:	Program Specialist- Bison
DIVISION:	Field
REPORTS TO:	Senior
LOCATION:	Field
FLSA STATUS:	Non-Exempt
GROUP:	Core
HOURS:	Full-Time averaging 40 hours per week, typically 4 work days at 10 hours per day
BENEFITS:	Housing Paid Vacation Paid National Holidays Paid Sick Days Paid Volunteer Hours 401K with up to 3% employer match Medical Insurance with optional Flexible Savings or Health Savings Account & Dependent Care Account Short-term Disability Insurance Voluntary Vision, Dental, Life, Critical Illness, & Accident Insurance Work Role Provisions Reserve Lodging Perks Corporate Discounts

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities required of the employee. Employees are expected to be responsible for and assist with additional tasks and duties as needed. Job descriptions may change to meet the business needs of the organization.

JOB PURPOSE: The primary purpose of this labor-intensive role is bison program operations including fencing, habitat monitoring and maintenance, herd monitoring and handling. This role assists in the oversight of daily work of Field Technicians. And assists with stewardship and habitat restoration activities and public relations.

PRIMARY JOB DUTIES:

80% Bison Operations

- Plan, schedule and complete bison facility and wildlife friendly and electric fence maintenance and construction under the direction of supervisor.
- Assist with the handling, harvesting, chemical immobilization, testing and monitoring of bison including and assembly and disassembly of mobile bison handling facility.
- Assist the Bison Operation Manager with conducting bi-annual aerial bison surveys as needed.
- Distribution of fencing materials and mapping of fence locations.
- Perform bison handling, bison chemical immobilization and bison monitoring.
- Complete maintenance and upkeep of Reserve facilities including houses, outbuildings and property.
- Complete basic mechanical repair on vehicles, UTVs, ATVs and other pieces of heavy equipment.
- Provide supervision to Bison Technicians in daily duties. Ensure that instructions are given, work plans are clear and tasks are completed.
- Adhere to and model safety protocols including use of protective equipment, safe practices and report damage safety concerns and injuries.
- Attend trainings and conferences as needed.
- Attend bison program planning meetings and participate proactively.

15% Field Operations

- Participate in infrastructure work including, pumps, wells and other structures as needed.
- Identify, document and report noxious weeds for control actions.
- Fire patrol and suppression as needed.

- Respond as directed to emergencies or unanticipated needs such as assisting in the event of bison outside of containment or vehicle stuck in the mud or snow.
- Perform tasks such as, light carpentry; minor plumbing; landscaping, weed control and snow removal; and basic repair and upkeep of motorized and non-motorized vehicles, tools, and equipment.
- Assist in other projects as needed.

5% Donor & Public Relations

- Provide property tours and support and act as a representative of American Prairie to guests, donors, media and representatives of agencies as needed.
- Meet with and maintain positive relationships with neighbors and the community.

QUALIFICATIONS:

- Enthusiasm for and positive representation of American Prairie's mission, values, goals, and culture.
- 2-5+ years of relevant work experience including fencing, maintenance, farm and ranch, property, mechanical, or similar labor experience.
- Enthusiasm for Bison conservation and restoration.
- Ability to positively and productively interact with neighbors, donors, local area organizers and others in the interest of American Prairie's mission and goals.
- Dependable with good time management skills and follow-through to complete work.
- Ability to adhere to instructions and ask necessary questions to ensure tasks and responsibilities are completed accurately.
- Effective communication skills, including the ability to communicate issues and concerns clearly, accurately and in a timely manner.
- Ability to follow safety and compliance guidelines and policy.
- Proficient use of technology including laptop, iPhone, and software for email, texting, calendars, time tracking, mapping, data collection and Microsoft Office.
- Valid driver's license and ability to drive pickups, tractors, backhoe, skid-steer, snowmobiles, UTVs and ATVs.
- Proficient with hand tools and power tools. Including, impact drill, grinder, miter-box saw, circular saw, reciprocating saw, table saw and other tools.
- Basic knowledge of vehicle and equipment repair and maintenance.
- Extensive knowledge of fence maintenance and construction.
- Ability to lift up to 50 lbs.
- Ability to drive long distances alone in remote areas and navigate unmaintained or potentially hazardous dangerous 2-tracks and roads in varied conditions such as mud, ice and snow.
- Ability to work varied or long hours, on-call hours, evenings, weekends and holidays as needed.
- Wilderness First Aid (provided).

Preferred

- Familiarity with local area, politics and government agencies.
- Degree in Wildlife, Natural Resources, Animal Science or related subject.
- Knowledge of flora and fauna of Eastern Montana.
- Experience welding.
- Experience with livestock handling and low stress livestock handling.
- Experience with range management.
- Experience with chemical immobilization practices.

I have reviewed and understand this job description.

Employee Printed Name

Employee Signature

Date