



ANTRIM CONSERVATION DISTRICT
7915 Cameron Street MI 49622
231-533-8363 www.AntrimCD.com

Position Description

CAKE CISMA Restoration Crew Leader

POSITION SUMMARY

Primary responsibilities include leading seasonal field technicians while implementing invasive species management, ecological restoration, habitat monitoring, and grant-funded conservation projects throughout the CAKE service region. The CAKE CISMA Restoration Crew Leader will implement invasive and exotic plant management control methods using integrated pest management strategies, including manual, mechanical, chemical, and biological releases. Day-to-day job duties will primarily be focused on implementing invasive species management and habitat restoration projects in the CAKE CISMA service area. This position may assist with grant applications, grant reports, and land management plans under the supervision of the CAKE CISMA Invasive Species Program Coordinator.

This position is funded in part by the Michigan Invasive Species Grant Program through the Michigan DNR, Michigan EGLE, and MDARD, Great Lakes Restoration Initiative administered by the US Forest Service and Environmental Protection Agency with additional funding provided by the Grand Traverse Band of Ottawa and Chippewa Indians, and Little Traverse Bay Band of Odawa Indians.

ORGANIZATIONAL STRUCTURE

The CAKE CISMA was formed in 2015 with the goal of protecting the natural resources, economy, and human health of Northern Lower Michigan through collaborative outreach and management of invasive species. The program serves Charlevoix, Antrim, Kalkaska & Emmet counties in Northwest Michigan. It operates under the fiduciary oversight of the Antrim Conservation District (ACD). While CAKE CISMA leads the strategic direction and priorities for invasive species management in the region, all employees are officially employed by the Antrim Conservation District, adhere to ACD protocols as outlined in the employee handbook, and have access to ACD resources and benefits.

COMPENSATION: The CAKE CISMA Restoration Crew Leader is a full time, 40 hours/week, FLSA exempt position with a pay range of \$19-\$23 per hour commensurate with experience. Benefits include paid holidays, up to 13 paid days off per year, retirement, and a health insurance package including dental and vision.

STANDARDS OF PERFORMANCE: Highest standards of confidentiality are maintained regarding our donors, volunteers, board, and personnel while representing the ACD with the highest integrity of customer service and environmental care and conservation concern.

WORK LOCATION: Antrim Conservation District office - 7915 Cameron Street, Central Lake Michigan with fieldwork throughout the CAKE CISMA service area, including travel to the Beaver Island Archipelago as needed.

WORKING CONDITIONS: This is a field position which will require outdoor work in varying weather conditions, terrains, and locations. Work will require hiking and snowshoe use for long distances.

RESPONSIBILITIES AND DUTIES

- Work with the CAKE CISMA Program Coordinator to organize logistics and oversee the daily activities of field technicians to help implement long-term invasive species strategies.
- Supervise and work alongside seasonal crew members to treat invasive species in the CAKE CISMA service area (manual, mechanical, chemical, biological).
- Ensure the safety of crew members and operate independently with minimal oversight.
- Oversee large-scale invasive species management projects, including coordination with contractors, landowners, and permitting.
- Direct crew members to treat high-priority species on private and public lands.
- Coordinate equipment, vehicles, and field logistics while supporting invasive species prevention and early detection efforts.
- Coordinate and conduct terrestrial and aquatic invasive species surveys on both public and private land
- Work with partner organizations, municipalities, and private property owners on invasive species treatments.
- Manage invasive species control data, including photo monitoring for grant reports.
- Collect, manage, and enter field data using GIS applications and the Midwest Invasive Species Information Network (MISIN).
- Adhere to proper herbicide application procedures to ensure best management practices
- Assist with implementation of grant-funded projects through permitting compliance, project documentation, and reporting.
- Provide support and assistance at education and outreach events.
- Work with partner organizations, municipalities, private landowners, and the public to implement invasive species management projects.
- Undertake other duties as assigned by the Executive Director or Program Coordinator to support the effective operation of the CAKE CISMA program and its fiduciary, the Antrim Conservation District.

REQUIRED QUALIFICATIONS

Formal Education or Equivalent

- Bachelor's degree from an accredited college or university with a focus in natural resources, biology, or ecology
 - Has Michigan Department of Agriculture and Rural Development Pesticide applicator certificate categories 2 3A, 3B, 5, 6, and 10; or the ability and willingness to obtain the certification within 1 month of employment with required costs to be paid by the employer

RELATED WORK EXPERIENCE & SKILLS

- Experience leading and directing work/field crews
- Experience in field data collecting, record keeping, and managing data

- Ability to work independently with minimal direction
- Strong organizational skills
- Excellent social and interpersonal skills
- Experience safely mixing, storing, and applying herbicides.
- Experience working with handheld gardening tools, backpack sprayers, hand-held sprayers, and herbicides to manage invasive plants.
- Experience using and maintaining hand and power tools, outboard motors, power washers, and completing their maintenance or the ability to learn.
- Comfort driving with trailers or larger vehicles.

PREFERRED QUALIFICATIONS

- Background in natural resources management, particularly in invasive species management
- Experience with herbicides; including safety, proper storage, mixing, and applications
- Knowledge of native and invasive plants of the Great Lakes region.
- Invasive species treatment knowledge
- Basic computer proficiency (Windows, MS Office)
- Proficiency using GPS units, wayfinding, and orienteering
- Skilled in ArcGIS applications

PHYSICAL REQUIREMENTS

- Must possess the visual and auditory ability to identify and respond to environmental and other hazards related to fieldwork
- Ability to work flexible hours
- Ability to lift and carry up to 50lbs daily (backpack sprayers, chainsaws, etc)
- Able to work efficiently outdoors in varying conditions and terrains. Frequent standing, walking, walking on uneven surfaces, carrying, pushing, bending, kneeling, reaching, twisting, turning, and repetitive movements are required.
- Must hold a valid driver's license and be able to drive company vehicles

ADA COMPLIANCE: This position description is intended to describe the general nature of the work being performed by the employee assigned to the position. It is not an exhaustive list of all the essential functions of the position and its related duties and responsibilities. Employees must be able to perform all essential functions of the position with reasonable accommodation. The ACD reserves the right to amend the essential functions of this position to meet organizational needs as necessary.

Employee Printed Name	Employee Signature	Date
-----------------------	--------------------	------

Executive Director Printed Name	Executive Director Signature	Date
---------------------------------	------------------------------	------

The Antrim Conservation District is an equal opportunity employer and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy, sexual orientation, gender identity and gender expression), national origin, genetic information, political affiliation, marital status, familial status, veteran status, height, weight, or other non-merit factors.