

Position Description

Invasive Species Restoration Technician

Position Summary

The Restoration Technician will work for the Charlevoix, Antrim, Kalkaska, and Emmet County Cooperative Invasive Species Management Area (CAKE CISMA) program at the Antrim Conservation District and assist with invasive species management and restoration efforts at the Glacial Hills Pathway and Natural Area.

Under the direct supervision of the Restoration Field Crew Leader, the Restoration Technician will assist with invasive species management efforts throughout the CAKE CISMA service region. Responsibilities include implementing a variety of management techniques such as manual and chemical treatments; conducting surveys and mapping; and assisting with habitat restoration projects, including native plant installation, as needed.

This is a full-time, seasonal position funded through the Michigan Invasive Species Grant Program, the Great Lakes Restoration Initiative, and other local grant sources. The Restoration Technician will work 40 hours per week for approximately 16 weeks (see position duration).

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.

The Glacial Hills Pathway and Natural Area (GH) is a multi-use, multidirectional public trailway for hikers, runners, and bikers. The trails are designated for use with non-motorized vehicles. The combined 765 acres of land that house the 31.5 miles of Glacial Hills trail span three governmental jurisdictions - Antrim County, Forest Home Township, and the Village of Bellaire. The three governments co-manage Glacial Hills through a joint recreation board named The Friends of Glacial Hills (est. June 2015). The Friends of Glacial Hills manage the Pathway and the three trailheads and rely 100% on the support of their users and community

with donor funding and volunteer maintenance. In 2020, an invasive plant strategy was approved. The main goal will be to reduce the invasive plants at Glacial Hills through survey, treatment and control by implementing a plan over the next 10 years.

Compensation

The CAKE CISMA Restoration Technician is a full time seasonal position, 40 hours/week, FLSA non-exempt position with a pay range of \$16-\$17 per hour commensurate with experience. Benefits include paid time off as described in the Antrim Conservation District Employee Handbook.

Position Duration

Approximately 16 weeks between May 4th – August 28, 2026 (Flexible start/end dates, with possibility of extension dependent on funding)

Work Location

Antrim Conservation District office - 7915 Cameron Street, Central Lake, MI 49622 with field work throughout the CAKE CISMA service area, including paid 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 for long distances and some kayaking. Approximately 80% field work, 10% office work, 10% education/outreach

Essential Functions of the Position

CAKE CISMA:

- Conduct surveys for invasive species on both public and private properties as well as local waterways
- Maintain a professional level of interaction with the public
- Work with partner organizations and private property owners to treat invasive species on public and private properties (manual, mechanical and herbicide applications)
- Ensure the use of best management practices while adhering to proper herbicide application procedures
- Use tablets and GPS devices to collect accurate field data and enter it into the appropriate databases
- Assist in troubleshooting minor logistical and mechanical issues related to fieldwork
- Perform other duties related to the ACD program and/or as assigned by the Executive

Director or CISMA program coordinator.

Glacial Hills Pathway and Natural Area:

- Work under the guidance of the invasive species team leader
- Pull invasive species with the Invasive and Maintenance teams
- Survey as many trails as possible and use online resources to document work
- Conduct education and outreach with social media posts and volunteer events
- Survey potential areas for restoration work

Required Qualifications

- Recent graduate or currently enrolled in an accredited university or college program with a focus on natural resources, biology, or ecology (preferred), OR a high school diploma with at least one year of experience in invasive species management.
- Must be (or ability to become) a registered Michigan Commercial Pesticide Applicator in Categories 2, 3A, 3B, 5, and 6 (paid for by employer)

Preferred Qualifications

- Background in natural resources management, particularly in invasive species management
- Experience with herbicides; including safety, proper storage, mixing and applications
- Plant identification and knowledge of native and invasive species in Northern Michigan
- Invasive species treatment knowledge

Other Skills & Knowledge

- Basic computer skills (Google Workspace, Windows, MS Office, Internet)
- Candidates should be able to work with a wide range of local partners including land conservancies, watershed councils, and understand the function/objectives of each
- Proficiency using GPS units, wayfinding and orienteering, and basic skills in ArcGIS applications
- Able to maintain positive interactions with co-workers, partners, and the public
- Able to work flexible hours (occasional weekend or evening)
- Must maintain a valid driver's license and possess a registered, insured vehicle for use during work hours, if needed (approved mileage will be reimbursed)
- Commitment to Justice, Equity, Diversity, and Inclusion in the workplace and the field of conservation

Physical Requirements

- Must possess the visual and auditory ability to identify and respond to environmental and other hazards related to fieldwork
- Ability to lift and carry up to 50 pounds on a daily basis
- Frequent standing, walking, walking on uneven surfaces, carrying, pushing, bending, kneeling, reaching, twisting, turning and repetitive movement
- Able to work efficiently outdoors in varying conditions and terrain

To Apply

Please email your resume and cover letter to cakecisma@macd.org. Any specific questions can be directed to the same address.

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 of the essential functions of the position with or without 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
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Executive Director Printed Name	Executive Director Signature	Date
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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. We encourage women, BIPOC, and candidates from all under-represented groups in conservation to apply.