

MOJAVE DESERT LAND TRUST JOB DESCRIPTION

POSITION	Field Coordinator/Lead - Field Supervisor	ESTABLISHED DATE	2023
JOB GRADE	7 – Field Coordinator/Lead 8 – Field Supervisor	REVISION DATE(S)	May 2025
FLSA STATUS	Non-Exempt		
EEO JOB CATEGORY	3	WORKER'S COMPENSATION CODE	0005
EMPLOYMENT STATUS	The position is a Regular Full-Time in person position normally scheduled to work a 9/80 work schedule. This schedule allows employees to work a total of 80 hours over a two-week period, but with an extended weekend every other week. There will be some flex scheduling for occasional weekend and evening work. Frequent overnight primitive camping is required during the spring and summer months of the year to conduct seed scouting and collecting activities. The incumbent in this position should expect to be in the field 20-30 weeks in a year, with at least one night of overnight camping per week. Travel throughout the MDLT service area (using MDLT vehicles) in the Mojave and Colorado deserts is required.		

POSITION SUMMARY

This is a two-level position series:

Job Grade 7- Field Coordinator/Lead – at this level, the employee serves as a working lead. Responsibilities include:

- Coordinating day-to-day field or project activities.
- Providing guidance and informal oversight to Field Technicians and/or volunteers.
- Training staff in technical procedures and ensuring adherence to protocols.
- Serving as the primary point of contact in the field or on specific projects.
- Reporting progress and issues to supervisory staff but does not have formal personnel management authority.

Job Grade 8 -Field Supervisor – at this level, the employee assumes formal supervisory duties in addition to the technical work. Responsibilities include:

- Supervising staff, including hiring, training, scheduling, performance evaluation, and conflict resolution.
- Managing project workflows and setting priorities for a team.
- Making decisions on resource allocation, policy implementation, and team performance standards.
- Representing the program in interdepartmental or external collaborations.
- Accountable for outcomes and continuous improvement of operations.

SUPERVISION RECEIVED/EXERCISED

This position reports to the Plant Conservation Program Manager. At the Coordinator/Lead level this is a working lead position, overseeing the work of Seed Bank Technicians and volunteers. At the Supervisor level this position assumes formal supervisory responsibilities in addition to technical work.

EXAMPLES OF DUTIES

*Job descriptions are only intended to present a description summary of the range of duties and responsibilities associated with the specified position. Therefore, job descriptions **may not** include all duties performed by individuals within the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this position.*

Essential Functions:

Field Coordinator/Lead and Field Supervisor

- Works collaboratively with the Collections Manager and Plant Conservation Program Manager to plan and implement all field activities in support of the Mojave Desert Seed Bank and Plant Conservation Department.
- Coordinates, supervises, and conducts field work, including overnight trips.
- Enforces organizational/departmental field safety standards.
- Understands and follows MDLT seed collection and processing guidelines.
- Monitors plant populations and weather events across MDLT's service area to help establish collection priorities, targets, and scheduling.
- Develops work plans to guide safe, productive, and efficient work.
- Prepares digital data collection forms, implements QA/QC protocols, and manages program data.
- Manages spatial data, prepares maps, and conducts simple spatial analyses using ArcGIS Online and Field Maps platforms.
- Prepares summary statistics, figures, and maps for reports.
- Collaborates with partners, contractors, and consultants to manage workload efficiently, both internally and externally.
- Coordinates and secures permissions for seed collection on non-MDLT lands, including developing MOUs, scheduling, and reporting outcomes.
- Trains and oversees staff and volunteers in scouting, collecting, and processing seed and herbarium vouchers.
- Assists the Collections Manager and Plant Conservation Program Manager in the development and revision of program protocols, policies, and management plans.
- Assists Collections Manager with managing equipment and supplies, including routine maintenance, inspection, and procurement.
- Works collaboratively with the Plant Conservation Program Manager and Collections Manager to creatively solve problems as they arise, including modifying seed processing equipment and developing seed harvesting methods for different species.
- Works closely with the Communications & Public Engagement Department on developing content for newsletters, press releases, social media, volunteer trainings, and other educational and outreach needs.
- Represents MDLT at events and meetings.
- Assists in the nursery as needed, and with annual plant sales.
- Other duties as assigned in support of the Plant Conservation Department.

Additional duties at the Field Supervisor level

- Supervises the day-to-day activities of staff to ensure goals and deadlines are met.
- Assigns tasks, monitors performance, and offers guidance and support to team members.
- Provides onboarding, technical training, and ongoing development opportunities to build team skills.
- Monitors and evaluates employee performance, gives feedback, and supports improvement plans when needed.
- Enforces organizational policies and procedures.
- Manages schedules, time off requests, and staffing adjustments to meet departmental/organizational demands.
- Serves as the communications link between team members and upper management, relaying updates and concerns.

MINIMUM QUALIFICATIONS

The following are representative of the qualifications necessary to perform the essential duties of the position.

Any combination of education and experience which would likely provide the necessary knowledge and abilities may be qualifying. A typical way to obtain the required knowledge and abilities would include the following:

Field Coordinator/Lead and Field Supervisor Experience:

- Minimum of one year of work experience in a botanical garden, seed bank, natural resources department or similar field.
- Experience doing field work—seed collection, plant or wildlife monitoring, invasive species removal, or similar work.
- Expertise in working with and identifying California native plants.
- Preference will be given to candidates who have held leadership roles.

Additional Experience at the Field Supervisor Level:

- Two to five years work experience in a botanical garden, seed bank, natural resources department or similar field.
- Minimum of one year field work experience doing seed collection, plant or wildlife monitoring, invasive species removal, or similar field work experience.
- Minimum of one year working experience in a lead or coordinator role
- Preference will be given to candidates with supervisory work experience

Education and/or Training:

- Bachelor's degree in botany, environmental science, horticulture, or related field, or compelling evidence of equivalent education and/or experience.
- Proficient Microsoft Office Suite and ArcGIS.

Certificates, Licenses, Registration:

- Must possess and maintain in good standing a valid California Class C Driver's License.

PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES

The following are representative examples of the KSA's necessary to perform the essential duties of the position.

Field Coordinator/Lead and Field Supervisor:

- Understanding of basic seed bank operations, including methods of seed collection and processing.
- Understanding of Cal/OSHA workplace safety requirements.
- Ability to prioritize competing short-term and long-term projects and tasks.
- Ability to keep and maintain detailed records.
- Expertise in California native plant taxonomy and identification.
- Attention to detail and ability to carefully manage large datasets, mitigating against inaccuracies from multiple sources.
- Strong leadership skills with demonstrated effectiveness in working collaboratively, developing and maintaining partnerships, leading volunteer activities, and professionally representing MDLT.
- Ability to work efficiently and effectively with minimal supervision and able to appropriately use initiative to meet project goals; having the maturity and discretion to seek advice and policy guidance when needed and appropriate.
- Ability to structure time effectively, delegate appropriately, and meet deadlines.
- Excellent communication skills—both written and oral; able to communicate effectively with both internal and external partners and prepare succinct and cogent reports and plans.
- Excellent judgement with respect to maintaining a safe work environment, especially safety in the field.
- Treats personnel, land, natural resources, and equipment with care and respect.

Additional KSA's at the Field Supervisor Level:

- Strong understanding of the specific job functions being supervised.
- Ability to model best practices and step in to assist with hands-on tasks if needed.

- Proven ability to delegate tasks, provide constructive feedback, and resolve interpersonal conflicts.
- Experience coordinating schedules, reporting progress, and communicating between staff and upper management.
- Experience adhering to and enforcing organizational policies, safety procedures, and standards of conduct.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA):

- Possess the ability to frequently carry, push, pull, reach, and lift objects up to 50 pounds.
- Frequently stoops, kneels, crouches, crawls, and climbs while completing essential functions of the job.
- Hearing and vision within normal ranges with or without correction.
- Visual acuity, manual dexterity, and attention to detail sufficient to clean seeds proficiently and adjust sensitive lab equipment. Ability to spend long periods of time in the laboratory performing complex protocols. Ability to take careful notes.
- Be physically active for long periods without getting tired or out of breath. Ability to hike and scramble on uneven terrain.
- Ability to use digital navigation and mapping tools.
- Ability to work in inclement weather including heat, cold, rain and wind.
- Uses pesticides, fertilizers, and other chemicals substances.
- Regularly required to operate MDLT vehicles.
- Work in an office and lab environment with exposure to dust, dirt, and hazardous materials.
- Work at a desk for extended periods of time. Stand, walk, and sit for extended periods.
- Communicate orally with MDLT management, co-workers, volunteers, vendors, and the public in face-to-face, one-on-one and group settings. Regularly use the telephone for communications.
- Represent MDLT regionally to private landowners, public agencies, Tribal partners, and other conservation organizations while conducting MDLT activities.
- Ability to use office equipment such as computer, keyboard, and copiers. Ability to look at computer monitors for extended periods of time.
- Read and interpret complex data, information, and documents; analyze and devise creative solutions to problems; perform complex work under changing, intensive deadlines, on multiple concurrent tasks.

EMPLOYEE ACKNOWLEDGEMENT

I have read the above and understand that it is intended to describe the general content and requirements for performing the job listed. It is not an exhaustive statement of duties, responsibilities, or requirements.

I understand that this description does not preclude my manager or supervisor's authority to add or change duties or responsibilities and understand that the performance of other duties may be required from time to time in order to meet the needs of The California Desert Land Conservancy DBA Mojave Desert Land Trust. I also understand that this job description does not create an employment contract, implied or otherwise.

I have been given a copy of this job description.

Employee Printed Name

Employee's Signature

Date