

# Okanagan and Similkameen Invasive Species Society

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## JOB OPPORTUNITY FIELD OPERATIONS MANAGER

**Organization:** Okanagan and Similkameen Invasive Species Society (OASISS)

**Base Location:** Penticton (home-based office)

**Duration:** permanent, seasonal (Full-time April – mid-December), based on available funding

**Wage:** \$30 - 35 per hour, based on experience and qualifications

**Start Date:** approximately April 14, 2020

### About Us

The Okanagan and Similkameen Invasive Species Society (OASISS) is a non-profit organization dedicated to working collaboratively to prevent, monitor and control the spread of invasive species in the Okanagan-Similkameen region. OASISS adopts a science-based approach that is founded on the principles of ecology to manage invasive plant infestations and restore landscapes. The society's programming focuses on an integrated approach that is aligned with the principles of sustainability, and considers social, environmental and economic factors with a view to the long-term. OASISS supports and utilizes emergent technologies to address invasive species issues.

### Job Description & Responsibilities

OASISS is looking for a highly motivated, experienced individual to act as our Field Operations Manager. This individual will be responsible for leading the survey, treatment and data management for a regional organization working to prevent the spread and impacts of invasive species. The ideal candidate will have strong administration and communication skills; experience coordinating field programs and managing sub-contractors; proficiency with GIS and database management; ability to work independently at a home office and in the field; and general knowledge of the Okanagan-Similkameen Region and invasive species programming in British Columbia.

Specific responsibilities include:

- Development of operational workplans for invasive plant management for summer students, work crews and herbicide contractors;
- Regular liaison with members of the OASISS Planning Committee on field operations and special project development and implementation;
- Training and supervising operational field staff and contractors;
- Coordination of operational field staff, including summer students, work crews and contractors;
- Conduct invasive plant inventories, biocontrol surveys and monitoring;
- Monitor all field activities of staff and contractors to ensure safety procedures, legislated Pest Management Plans and agency requirements are followed;

- Conduct herbicide or manual invasive plant treatments on Crown land jurisdiction where reasonable or in remote locations to help with efficiency of the program;
- Collaborate with multiple partners/stakeholders, land owners and agencies;
- Function as the OASISS data manager for the Invasive Alien Plant Program (IAPP) application and responsible for the integrity of all OASISS invasive plant data;
- Prepare all partner Summary Reports; and
- Various other duties identified by the OASISS Executive Director or Board of Directors.

**Ideally, candidates will have a valid Industrial Vegetation and Noxious Weed Pesticide Applicators Certificate (or obtain this soon after hire). They should also have proven experience including, but not limited to:**

- Online databases and/or IAPP
- Using iPads in the field
- Past supervision and work planning/scheduling
- Ability to travel and work in variable environmental conditions
- Invasive plant identification
- Invasive plant treatment, including use of herbicides
- Public education/awareness/outreach

### **Qualifications and Skills**

- Graduated from a recognized post-secondary institution with a 2-year diploma or 4-year degree in a field of study related to natural resources
- Strong commitment to and knowledge of safety standards
- Excellent oral and written communication and interpersonal skills
- Attention to detail and superior organizational skills
- Curious, self-motivated, and capable of building lasting relationships
- Ability to work as part of a team and independently
- Technical proficiency in computers, competent in MS Excel and MS Word;
- Ability to work from a home office (computer/printer/internet)
- Valid Driver's License and use of a reliable personal vehicle with 4x4 or AWD capability with high clearance

### **Submission Process**

To apply, please email your resume and cover letter as a single document to [oasissemploy@gmail.com](mailto:oasissemploy@gmail.com) with "Field Operations Manager" as the subject line. **Deadline Friday March 27 at 5:00 PM.** Only those selected for interviews will be contacted.

Please address any questions to Lisa Scott, Executive Director, at 250-404-0115 or [oasiss@shaw.ca](mailto:oasiss@shaw.ca)