



**POSITION DESCRIPTION**  
**HABITAT AND WILDLIFE BIOLOGIST**  
**Posted October 24, 2019**

Introduction

The Minnesota Valley National Wildlife Refuge Trust, Inc. (MVT) seeks to employ a qualified individual for the full-time, exempt position of Habitat and Wildlife Biologist. The position is stationed at the Minnesota Valley National Wildlife Refuge and Wetland Management District (MVNWR). The individual selected will be an employee of MVT and will work with other MVT employees but will primarily work alongside and under the daily supervision of US Fish and Wildlife Service biologists.

The outcomes of this position include improved habitat conditions for wildlife and outdoor recreation on the MVNWR, including lands acquired by MVT.

Major Duties

- Habitat Restoration and Management on MVT-Acquired Lands – Coordinates restoration and management projects for MVT-owned property, including projects funded by Minnesota conservation grant programs, including Conservation Partners Legacy Fund, Environment and Natural Resources Trust Fund and Outdoor Heritage Fund grants. Assists with preparing grant proposals and reports, habitat management and scope of work plans and requests for proposals. Supervises contractors.
- Land Management on MVT, MVNWR, Other Public and Private Lands – Assists with developing plans and reports (e.g., habitat management plans, fire management plans, and pesticide use proposals), assesses water control structures and designs repairs, conducts biological surveys, mows and seeds tracts, assesses prairie / grassland conditions, develops seed designs, assists with wetland restoration projects.
- CCM Crew – Coordinates the work of the Conservation Corps Minnesota crew funded through MVT's grant from the Conservation Partners Legacy Fund. Oversees safe handling of hand tools, safe work practices, and operations of motorized vehicles and watercraft. Tracks work and provides data for grant reports.
- Other collateral duties – Serves on the MVNWR Fire Crew and assists with prescribed fires, assists with maintenance and construction work, assists MVNWR Biologists with projects as needed.

### Knowledge, Education and Experience Required:

- Completion of a full four-year course of study leading to a bachelor's degree in natural resources management, biology, ecology, or closely-related discipline, OR at least 24 semester hours in any combination of courses such as biology, ecology, statistics, entomology, animal husbandry, botany, agriculture, land management, or natural resource management.
- Knowledge of wildlife management theories and principles sufficient to implement refuge work programs under general direction of experienced staff. Understanding of the technical terminology used in the fields of fish and wildlife management is critical.
- Ability to identify wildlife and wildlife plant species for the purpose of field studies, monitoring, and recording biological data.
- Ability to follow assigned protocols to perform tasks with many steps. Ability to interpret data to make wildlife and land management recommendations.
- Knowledge of restoration design for prairie, wetland, and forested habitat in the Midwest or advanced knowledge of these habitat types is desirable.
- Knowledge of and ability to conduct field studies that include precision measurements, keeping detailed and precise data records to collect and summarize data. Ability to operate GPS, GIS, and engineering survey equipment; FWS will provide training, as needed.
- Knowledge of ArcMap/ArcPro and Collector to manage databases required; experience with these databases is desirable.
- Knowledge of basic fire management guidelines and procedures, including basic fire behavior, sufficient to serve as a crew member on a prescribed fire team.
- Ability to obtain and maintain Fire Fighter 2 Red Card (S-130, 190) certification if required; FWS will provide training, as needed.
- Leadership skills that include the ability to supervise team members and contractors.
- Ability to work as a part of a team and with the general public, when applicable.
- Ability to communicate effectively both orally and in writing.
- Valid State Driver's License is required. Skill in operating motorized vehicles and watercraft.
- FWS certification in operating Heavy Equipment (skidsteers, tractor, etc.) and watercraft is desired. Willingness to become certified required; FWS will provide training and certification, as needed.
- Skill and FWS certification (S-212) in operating chainsaws and hand saws is desired. Willingness to become certified required; FWS will provide training and certification, as needed.

### Physical Demands

The work involves bending, walking, and a moderate amount of physical exertion. The employee may be required to lift containers weighing up to 45 pounds in performance of assigned tasks. Hand and finger dexterity and physical coordination at this level may involve fine and precise work, delicate adjustments, or exact measurements.

### Work Environment

This position works both indoors in an office and outdoors. Selectee will encounter variable weather conditions and be working on uneven terrain and in the presence of biting insects.

### Work Location and Hours

This position will be based out of the Rapids Lake Education and Visitor Center in Carver, MN. Office location is 15865 Rapids Lake Road, Carver, MN 55315.

<https://goo.gl/maps/ttTuNhcWB94MTBXA>

Work sites may be located up to 100 miles away from the office. Employee may drive up to 100 miles each way to work site using FWS vehicle.

Work hours generally will be four 10-hour days per week (e.g., Monday-Thursday 6:30am - 5:00pm) or five 8-hour days per week (e.g., Monday-Friday 7:30am – 4:00pm). There will be occasional evening or weekend shifts pending MVNWR/MVT needs; hours will be flexed to accommodate those situations.

### Salary and Benefits

This is a salaried, exempt position. Salary in first year will be \$45,000 to 55,000 commensurate with experience. Benefits include health insurance contribution, retirement plan matching contribution (match up to 3% of salary based on employee contribution), life & disability insurance policy (100% paid by employer).

### Instructions

To apply for this position, send your resume with cover letter and three references to:

Deborah Loon, Executive Director  
Minnesota Valley Trust, Inc.  
3815 East American Boulevard  
Bloomington, MN 55425  
[dloon@mnvalleytrust.org](mailto:dloon@mnvalleytrust.org)

Applications are accepted by email or mail.

### Deadline

Applications will be accepted until November 22, 2019 or until the position is filled, whichever is later.