

McLean

Job Description

JOB TITLE:	Director of McLean Game Refuge
DEPARTMENT:	McLean Game Refuge
ACCOUNTABILITY:	President
WORK AREAS:	McLean Game Refuge
CLASSIFICATION:	Exempt

POSITION SUMMARY:

Responsible for the stewardship of the McLean Game Refuge. Supervises day-to-day activities. Carries out policy and directives of the Directors of the McLean Game Refuge. Operates a professional, organized and safe Refuge for the benefit of the local flora and fauna, as well as for the use and enjoyment of the public.

JOB FUNCTION:

1. Serves as a representative of the Directors of the McLean Game Refuge and President in interpreting the provisions of Senator McLean's Will to the public.
2. Makes specific recommendations to the President pertaining to the expectations and directions of Senator McLean's Will.
3. Prepares and manages annual operating and capital expense budgets.
4. Maintains an attractive and self-perpetuating Refuge within the acres of land designated as the McLean Game Refuge.
5. Interviews, trains and supervises adequate staff to maintain the Refuge and enforce its rules and regulations.
6. Supervises day to day activities. Responsible for opening and closing the Refuge at the entrances each morning and evening, as well as plowing and security to ensure a safe environment.
7. Patrols the Refuge to discover and remedy dangerous situations caused naturally or by vandalism.
8. Builds and repairs bridges, buildings and signs. Adds, deletes, and maintains trails, footpaths, and roads.
9. Monitors visitor usage and impact. Implements a program that continually evaluates the impact of the public's use of the property, specifically to update

- the Permanent Vegetation Study Plots and the Refuge Horse Trail Policy.
10. Develops appropriate literature and webpage for the public which conveys the mission as well as the rules and regulations governing the use of the Refuge.
 11. Ensures the wise stewardship of the resources of the Refuge.
 12. Conducts or coordinates research or studies of wildlife, plant life, or water life in the Refuge as approved and sanctioned by the McLean Game Refuge Committee.
 13. Ensures a low profile, generally meaning non-promotion of the Refuge. Signage should be uniform and convey a warm and welcome feeling, yet also serve to guide and regulate activities.
 14. Protects and preserves all species within the Refuge with particular emphasis placed upon rare, threatened or endangered species.
 15. Responsible for the development and implementation of a volunteer utilization plan to further the goals of the Refuge.
 16. Responsible for preventative maintenance of equipment including all hand and power tools. Inspects, cleans, lubricates, refuels, and re-sharpens (if necessary) after each use. Replaces worn or defective parts.
 17. Responsible to keep all vehicles, buildings, and equipment in clean operating condition. Performs normal or seasonal maintenance (oil changes, etc.) at scheduled intervals.
 18. Responsible for all lawn areas and Game Refuge fields not maintained by area farmers during the growing season.
 19. Responsible for all roadways, walkways, picnic areas and trails, in all seasons, to ensure safe use by the public.
 20. Cuts, hauls, stakes and chips brush. Picks up litter and other trash.
 21. Uses environmentally safe fertilizers and/or herbicides appropriately.
 22. Performs other duties as required.

PERFORMANCE REQUIREMENTS:

Knowledge, skills, and Abilities:

Knowledge and competency in forestry, wildlife preservation, environmental preservation, management and conservation. Knowledge of environmental studies and research impacting the environment and wildlife. Ability to communicate effectively, both verbally and in writing, and work cooperatively with colleagues, field professionals, and the public. Ability to effectively manage seasonal employees. Knowledge and competency with mechanical and technical devices that could be useful in the operation of the Game Refuge. Competency in developing and managing budgets associated with Game Refuge operations. Ability to perform trail maintenance, grounds maintenance, and general maintenance. Ability to carry through with plans that ensure the preservation and protection of the Game Refuge. Knowledge of proper

applications for and safe use of hand tools and power equipment. Competency with preventative maintenance schedules and duties. Ability to work independently in all situations, following applicable safety rules. Ability to read, write, speak and understand English.

Education:

B.S. Forestry, Environmental Science, or related field preferred

Experience:

1-2 years maintaining parks, recreation areas or wildlife preserves preferred.

License/Certification:

Must have valid CT Driver's License.

Typical Physical Demands:

Requires full range of body motion. Ability to lift and carry items weighing 50 pounds or more, often combined with bending and turning. Requires manual dexterity and eye-hand coordination. Requires the use of vehicles, power and hand tools and equipment. Requires corrected vision and hearing within normal range. Requires ability to stand and/or walk for extended periods of time. Requires ability to hike 3-5 miles carrying a backpack and chainsaw. Requires ability to deal with sick or injured wildlife.

Typical Working Conditions:

Work is primarily performed in the Refuge necessitating the ability to function in a year-round outdoor setting. Exposure to noise from power equipment. Exposure to stinging, biting insects. Exposure to irritating plants and herbicides. Contact with general public, occasionally under contentious circumstances. Interacts with fellow employees.

SIGNATURE _____ **DATE** _____

APPROVALS:

DATE _____

PRESIDENT _____

HR _____