

PHEASANTS FOREVER AND QUAIL FOREVER

The Habitat Organization

JOB VACANCY ANNOUNCEMENT

Habitat Specialist II or III

Location: Chambersburg, Pennsylvania

Application Deadline: Open Until Filled

Anticipated Start Date: May 2024 (negotiable)

Overview: Pheasants Forever and Quail Forever seeks an individual to conduct and coordinate habitat management activities on Letterkenny Army Depot (LEAD) in support of the Pennsylvania Game Commission's Bobwhite Quail Focus Area (BQFA). Daily leadership & direction will be provided by the PGC & LEAD Field Managers. The position location will be based at LEAD, with occasional travel for training. This position is made possible through a partnership between Pheasants Forever and the Pennsylvania Game Commission and is a full-time, limited-term position through the end of June 2026, with the possibility for renewal.

Job Duties: The incumbent will assist with all aspects of habitat management on the assigned BQFA. Major responsibilities include:

- **Directing, and implementing habitat management work on the BQFA;**
- **Procuring supplies and equipment;**
- **Operating and conducting daily maintenance of heavy equipment including skid loaders, tractors, track-loaders, backhoes, trucks, trailers, UTV's, spray equipment, and various implements.**
- **Participating in the maintenance and repair of equipment;**
- **Coordinating habitat management contracts including drafting, approval, direct management of contractors, and quality control;**
- **Working with PF Accounting and Agreements Staff to carry out procurement procedures for contracted habitat work;**
- **Habitat management work may include overstory removal, invasive species control, site preparation, planting, management of food plots, diverse native seedings, prescribed burning and shrub plantings;**
- **Operation of chainsaws to fell, buck, and cut trees including maintenance, sharpening and proper use of wedges. Candidates will be required to pass PGC chainsaw training.**
- **Participating in prescribed fire operations and completion of all required training including arduous pack testing;**
- **Participating in scientific field studies and surveys;**
- **Assisting in training and evaluation of seasonal employees;**
- **Direct supervision & coordination of technicians, volunteers, and students;**

- **Completing administrative duties including accomplishment reporting, time & budget management and additional coordination with partners;**
- Performs other related duties as assigned.

Required Knowledge Skills and Abilities:

- Excellent background in the operation, maintenance, and transportation of heavy equipment.
- Prescribed fire experience and training is very important.
- Ability to communicate clearly and effectively with colleagues, contractors and partners.
- Ability to identify native, and non-native and invasive, grasses, forbs, trees, and shrubs.
- Ability to work with contractors to ensure proper project implementation.
- Proficiency with Microsoft Office Suite (Excel, Word, PowerPoint, Outlook, etc.) and ArcGIS.
- Ability to work independently with little supervision.
- Knowledge of wildlife ecology, shrubland and grassland management including the ability to utilize various habitat management equipment and tools in the development of wildlife habitat.
- Excellent verbal and written communication and organizational skills.
- Demonstrated attention to detail and administrative capacity for managing contracts, progress reporting, etc.
- Successful applicants should either possess or be able to acquire a PA Pesticide Applicator's License within 6 months of start date.
- Possession of or the ability to acquire a Pennsylvania CDL Operators License is desirable, but not required.

Education and Experience: Any combination of training and/or experience that will enable the applicant to possess the required knowledge, skills, and abilities. A basic understanding of environmental, agricultural and/or natural resource science is necessary. Field and equipment experience are extremely important. A Bachelor of Science Degree in Wildlife Management or closely related natural resources field from an accredited college or university is required.

Salary and Benefits:

- Starting salary from \$44,000 - \$52,000 (commensurate with experience and qualifications)
- Affordable health, vision, dental and more insurance plans available
- 401(k) Retirement plan with an employer match of up to 5%
- Student Loan Assistance program of up to \$200/month for eligible employees
- Paid Time Off accrued at 15 days (120 hours) per year for new employees (increasing after 3 years)
- Bereavement/Family/Sick Leave of 6 days (48 hours) per year
- 13 Paid holidays
- An Employee Benefit Summary can be found on our [Careers](#) page

Application Requirements: Combine your [cover letter](#), resume, and 3 references into 1 file (Word document or PDF) before clicking on the blue APPLY button or upper right corner and uploading to

the "Resume" area of your application. For complete list of current job openings visit the recruitment website at: www.pheasantsforever.org/jobs

Contact: Julia Smith, PF & QF Pennsylvania State Coordinator at (814) 634-5176

Pheasants Forever, Inc and Quail Forever is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as a qualified individual with disability, or any other category that may be protected by law.