



## Field Operations Manager – Position Posting (1-31-2019)

### Summary:

Willowsford Conservancy, Inc., a Virginia non-profit, seeks a dynamic hands-on Field Operations Manager for the day to day maintenance and operations of land resources, trails, buildings and infrastructure. Located in Aldie and Ashburn, VA, the Conservancy is the long-term steward of 2,000 acres of open space within Willowsford's four villages. Conservancy lands comprise woodlands, meadows, ponds and wetlands, agricultural land, and over 35 miles of multi-surface trails.

Reporting to the Executive Director, the Field Operations Manager is supported by two full-time employees, volunteers, and contractual labor, and works in close cooperation with the Land Stewardship Manager. The position is predominantly field-based and performs hands-on work along with planning, administration and supervision. Working in a collaborative team environment, the Field Operations Manager will be a strategic thinker who participates in long-term planning and implements strategies and best management practices; enjoys working with the public; and brings a passion for the Conservancy's mission and principles of conservation, stewardship sustainability.

### Responsibilities:

#### Facilities, Equipment and Land Resources Management

- Oversee maintenance and operation of open space, trails, equipment, buildings and amenities. Perform tree work, trail mowing, and hands-on maintenance as needed
- Manage inventories, projects, work orders, budgets and related records
- Oversee maintenance and continued improvement of the signage system
- Manage projects, contracts and contractors
- Forecast and track budgets and ensure on-budget operations
- Implement safety program, policies and procedures
- Operate and maintain equipment, vehicles and tools; perform minor repairs and routine maintenance

#### Natural Resources Management

- Collaborate with Land Stewardship Manager on arboriculture work including hazard tree assessment and removal; and on land conservation work

### Other Duties

- Develop and implement occasional educational programs
- Engage with residents, volunteers and visitors promoting the Conservancy and Willowsford community and maintaining positive public relations
- Supervise staff, interns, volunteers and contractors

### Qualifications:

- BA degree in a relevant field and at least 4 years' of progressively responsible experience with open space, facilities and infrastructure management and conservation work, preferably involving parks, nature trails and natural open space.
- Proven supervisory and management experience
- Arborist certification strongly preferred; pesticide applicator's license required
- Proven experience operating and maintaining equipment
- Ability to maintain records and develop and implement schedules, standards, policies and procedures
- Proven experience with budget management and purchasing
- Ability to communicate in an effective and positive manner, prepare written correspondence and present accurate reports
- Proficient in commonly used computer software and hardware
- Valid drivers' license and clean driving record; First Aid and CPR certifications

### Working Conditions:

- The position requires extensive physical activity over extended periods of time, including walking over rough terrain, standing, stooping, pushing, pulling, heavy lifting, and operating equipment. Work is performed primarily outdoors in variable weather and work conditions.
- Some weekend and evening work required

### Salary and Benefits

The salary is commensurate with experience. Competitive benefits include medical and dental coverage, FSA, 401(k) retirement plan, paid vacation and holidays.

### How to Apply

Please submit a resume, cover letter and salary requirements to [info@willowsfordconservancy.org](mailto:info@willowsfordconservancy.org) by February 22, 2019.

[www.willowsfordconservancy.org](http://www.willowsfordconservancy.org)