

U.S. Fish and Wildlife Service Big Stone NWR & WMD



Volunteer Program **Contact: Deputy Project Leader Andrew_Stetter@fws.gov (320) 292-3807**

Maintenance/Biology/Landscape Assistant

Purpose: To maintain and improve the grounds and facilities on the Refuge and assist with the biological program on an as needed basis.

Duties and responsibilities: The volunteer will also assist Refuge staff with a variety of tasks that may include but are not limited to the following:

- Mowing/maintenance of grounds, facilities, hiking trails, water accesses, entrance areas, and interpretive sites using a tractor, riding lawn mower, weed eater, and other tools (heavy equipment tractor training required).
- Painting, carpentry projects, installation of signs, washing vehicles, running errands for supplies, litter pick-up, etc.
- biological surveys, invasive plant management, and other various tasks

Qualifications:

- Ability to clearly understand the purpose of the refuge and its wildlife management programs as well as the National Wildlife Refuge System.
- Interest and/or background in working on maintenance type projects (mechanics, carpentry, trail work, groundskeeping, etc.).
- Takes initiative to complete job duties with diligence and excellence.
- Willingness to complete training to meet the skill and knowledge level needed for a specific assignment.
- Good physical condition and ability to work in warm temperatures, sun and among biting insects and poisonous plants. Walking on uneven ground, lifting, bending using ladders, etc.
- Ability to work safely utilizing Personal Protective Equipment as required.
- Ability to work as part of a small team or independently depending on assignment.
- Ability to take direction and be open to receiving feedback to improve and ensure safe operation.
- Ability to present a positive image to the public as you will come in contact with visitors.
- Valid driver's license and current defensive driving course certificate if operating a government vehicle or equipment such as a riding lawn mower or tractor.

Training:

- Refuge Volunteer Orientation.
- Maintenance Orientation.
- Defensive Driving Course if operating a government vehicle - must update every 3 years.
- Technical and safety training may be required depending on assigned project (Heavy Equipment- Tractor, ATV, Chainsaw Operation, Riding Mower, etc.). Training will be provided as available.

Time Commitment: 24 hours/week depending on assignment. Start time is flexible, any time during Spring/Summer 2022 through Fall 2022. We prefer longer time periods of commitment, but are flexible.

Supervisor: Maintenance staff or as assigned.

Reimbursement: No monetary reimbursements are available. An RV pad with 20, 30, and 50 amp hook ups, sewer, and water.

Requirements: Selectee will be required to undergo a background investigation. Work will generally take place outside. Must be 18 years of age or older, wear closed toe shoes, long pants, and an official volunteer shirt (which will be provided).

