

D12/15 Assistant Manager Field Operations

COMPANY OVERVIEW

Battelle operates the National Ecological Observatory Network (NEON) project, which is solely funded by the National Science Foundation. A 30+ year project dedicated to understanding how changes in climate, land use and invasive species impact ecology, the observatory's scientists and engineers are collecting a comprehensive range of ecological data on a continental scale across 20 eco-climatic domains representing US ecosystems. Our teams use cutting-edge technology, including an airborne observation platform that captures images of regional landscapes and vegetation; mobile, relocatable, and fixed data collection sites with automated ground sensors to monitor soil and atmosphere; and trained field crews who observe and sample populations of diverse organisms and collect soil and water data. Once structures are completed, a leading edge cyberinfrastructure will calibrate, store and publish this information. The Observatory includes more than 500+ personnel and is the first of its kind designed to detect and enable forecasting of ecological change at continental scales.

JOB SUMMARY

The NEON Field Operations Assistant Manager is responsible for supervision of personnel and activities coordinated from the assigned field office. Field office activities include (1) preventative and corrective maintenance of scientific instrumentation, field infrastructure and equipment, office and laboratory equipment, (2) field observations, (3) specimen collection, handling, preparation and shipment according to NEON scientific protocols. Performs personnel management that includes (1) selecting, (2) training, (3) scheduling, and (4) performance management for 2 regular full-time field technicians and 8-12 seasonal field technicians according to Battelle/NEON Policies and Procedures under the supervision of the Field Operations Manager.

LOCATION

The Domain 12/15 Assistant Manager Field Operations primary work location is in Bozeman, MT. This position supports sites in the Northern Rockies Domain primarily as well as assisting in overseeing sites in the Great Basin Domain. The Northern Rockies site is located in Yellowstone National Park and the Great Basin sites are located in Utah. This position will be based out of Bozeman, MT with occasional travel to Utah.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervise regular and seasonal field personnel supporting field office, lab and collection sites.
- Perform and oversee the recruitment and training of regular and seasonal field personnel as assigned within a domain.
- Ensure that safety policies, procedures, and practices are followed within their area of authority.
- Reinforce positive attitudes toward safety and sets the example for staff by enabling compliance with safety requirements.
- Coordinate logistics and schedules, within NEON scientific parameters, for all maintenance, repair and field activities.

- Perform and oversee maintenance, repair and field activities according to NEON scientific protocols for assigned sites within a domain.
- Assist with administering the operation of the office and laboratory. Assists in overseeing maintenance of office and lab areas including lab equipment and coordinates necessary repair or replacement.
- Act as liaison between regional stakeholders, including educational and research organizations, local property owners and the general public and Battelle.
- Communicate NEON status and activities, local activities and partnerships, and regional issues and concerns to appropriate regional stakeholders and Battelle staff. Work with Manager of Field Operations and regional stakeholders to resolve issues or concerns.
- Assist in the preparation of annual operating budget for assigned office and ensures NEON funds are used appropriately and within budget in collaboration with the Manager of Field Operations.
- Record activities and completed work according to protocol.
- Perform field assignments in a variety of conditions (e.g., weather, terrain, diverse assigned biomes).
- May carry, move and lift field supplies (pack weighing up to 40 lbs.) to assigned field site (diverse and uneven terrain).
- Follow and ensure all policies and procedures including administrative, safety, and financial requirements for field station operations are followed.

REQUIRED: EDUCATION, EXPERIENCE, KNOWLEDGE AND SKILLS

- Bachelor's Degree biology, ecology, environmental science or related field. Equivalent education and work experience may be considered.
- Eight (8) or more years' of related experience.
- **Leadership:**
 - Effective leadership skills and the ability to motivate others.
 - Effective problem solving skills and the ability to determine and act on changing priorities in a fast paced dynamic environment.
 - Ability to organize and execute multiple activities and priorities.
- **Skills:**
 - Ability to oversee and occasionally perform minor troubleshooting, calibration, and repair of field equipment.
 - Ability to follow written and verbal instructions.
 - Ability and willingness to learn and adopt new technologies as needed.
 - Ability to work independently and as part of a team.
 - High level of attention to detail and accuracy.
 - Ability to make effective decisions that take into consideration safety and operational standards.
- **Working conditions:**

- Ability and willingness to work varied field operations schedules (up to 12+ hours per day), including split shift, part-time, pre-dawn early mornings, evenings and weekends.
- Ability and willingness to work on towers ranging in height from 24 feet to 300 feet including ascending and descending multiple flights of stairs on instrument towers.
- Perform field assignments in a variety of terrain and of weather conditions including cold and wet winter weather and extreme heat.
- Ability to withstand exposure to fumes, dust, noise and toxicodendron plants (e.g. poison ivy and poison oak), ticks, biting insects and other natural hazards.
- Ability and willingness to travel as needed

PREFERRED EDUCATION, EXPERIENCE, KNOWLEDGE AND SKILLS

- Graduate study in biology, ecology, environmental science or related field.
- Previous experience in personnel management such as evaluating performance, implementing performance improvement plans and terminating employees.
- Previous experience supervising a technical field operations services group.
- Previous experience communicating with external stakeholders such as customers, funding agencies, regulatory agencies, etc.
- Familiarity with federal and state employment and safety regulations.

Must possess a current and valid State issued driver's license with insurable Department of Motor vehicle record (parking violations, minor driving offenses excluded) as determined by Battelle Ecology Inc.'s insurance provider.

Must have permanent authorization for US employment. Battelle Ecology, Inc. will not provide any kind of visa sponsorship.

Benefits

This position offers competitive total rewards including 401(k), health, vision and dental insurance, paid time off and the opportunity to work at an organization with a great mission.

Battelle provides employment and opportunities for advancement, compensation, training, and growth according to individual merit, without regard to race, color, religion, sex (including pregnancy), national origin, sexual orientation, gender identity, marital status, age, genetic information, disability, veteran-status, or any other characteristic protected under applicable Federal, state, or local law. Our goal is for each staff member to have the opportunity to grow to the limits of their abilities and to achieve personal and organizational objectives. We will support positive programs for equal treatment of all staff and full utilization of all qualified employees at all levels within Battelle.