



Charlevoix, Antrim, Kalkaska, & Emmet Counties  
Cooperative Invasive Species Management Area



**ANTRIM CONSERVATION DISTRICT**  
**4820 Stover Road Bellaire MI 49615**  
**231-533-8363 [www.AntrimCD.com](http://www.AntrimCD.com)**

## **Position Description**

# **CAKE CISMA Restoration Technician**

### **Position Summary**

The Restoration Technician will work for the Charlevoix, Antrim, Kalkaska, and Emmet County Cooperative Invasive Species Management Area (CAKE CISMA) program. This position is funded with grants from the Michigan Invasive Species Grant Program, Great Lakes Restoration Initiative, and other local grants. CAKE CISMA's mission is to protect, restore and enhance the natural communities unique to the service area. The Restoration Technician is a full-time, seasonal position, working 40 hours/week for approximately 16 weeks (see position duration). Primary responsibilities include working under the direct supervision of the Restoration Field Crew Leader to manage invasive species throughout the CAKE service region. Managing invasive species will be done by using multiple treatment methods including manual and chemical treatments and surveying and prioritizing infested sites.

### **Organizational Structure**

The CAKE CISMA was formed in 2015 with the goal of protecting the natural resources, economy, and human health of Northern Lower Michigan through collaborative outreach and management of invasive species. The program serves Charlevoix, Antrim, Kalkaska & Emmet counties in Northwest Michigan. It operates under the fiduciary oversight of the Antrim Conservation District (ACD). While CAKE CISMA leads the strategic direction and priorities for invasive species management in the region, all employees are officially employed by the Antrim Conservation District, adhere to ACD protocols as outlined in the employee handbook, and have access to ACD resources and benefits.

### **Compensation**

The CAKE CISMA Restoration Technician is a full time seasonal position, 40 hours/week, FLSA exempt position with a pay range of \$16-\$17 per hour commensurate with experience. Benefits include paid time off as described in the Antrim Conservation District Employee Handbook.

### **Position Duration**

May 1 – August 31, 2025 (Flexible start/end dates, with possibility of extension dependent on funding)

### **Standards of Performance**

Highest standards of confidentiality are maintained regarding our donors, volunteers, board, and personnel while representing the ACD with the highest integrity of customer service and environmental care and conservation concern.

### **Work Location**

Antrim Conservation District office - 4820 Stover Road Bellaire Michigan with fieldwork throughout the CAKE CISMA service area, including travel to the Beaver Island Archipelago as needed.

## **Working Conditions**

This is a field position which will require outdoor work in varying weather conditions, terrains, and locations. Work will require hiking and snowshoe use for long distances. **A work vehicle is provided**, if you must use a personal vehicle you will be reimbursed for mileage. Approximately 85% field work, 10% office work, 5% education/outreach

## **Essential Functions of the Position**

- Work under the direct supervision of the Restoration Field Crew Leader
- Conduct surveys for invasive species on both public and private properties
- Maintain a professional level of interaction with the public
- Work with partner organizations and private property owners to treat invasive species on public and private properties (manual, mechanical and herbicide applications)
- Ensure the use of best management practices while adhering to proper herbicide application procedures
- Use tablets and GPS devices to collect accurate field data and enter it into the appropriate databases
- Assist in troubleshooting minor logistical and mechanical issues related to fieldwork
- Perform other duties related to the ACD program and/or as assigned by the Executive Director or CISMA program coordinator.

## **Required Qualifications**

- Current enrollment in an accredited university or college program with a focus in natural resources, biology, or ecology preferred; or, high school diploma with at least one year of invasive species management experience.
- Must be (or ability to become) a certified Michigan Commercial Pesticide Applicator in Categories 2, 3B, 5, and 6 (paid for by employer)

## **Preferred Qualifications**

- Background in natural resources management, particularly in invasive species management
- Experience with herbicides; including safety, proper storage, mixing and applications
- Plant identification and knowledge of native and invasive species in Northern Michigan
- Invasive species treatment knowledge

## **Other Skills & Knowledge**

- Commitment to Justice, Equity, Diversity, and Inclusion in the workplace and the field of conservation
- Candidates should be able to work with a wide range of local partners including land conservancies, watershed councils, and understand the function/objectives of each
- Proficiency using GPS units, wayfinding and orienteering, and basic skills in ArcGIS applications
- Able to maintain positive interactions with co-workers, partners, and the public
- Able to work flexible hours (occasional weekend or evening)
- Must maintain a valid driver's license and possess a registered, insured vehicle for use during work hours, if needed (approved mileage will be reimbursed)
- Basic computer skills (Windows, MS Office, Internet)

## **Physical Requirements**

- Must possess the visual and auditory ability to identify and respond to environmental and other hazards related to fieldwork

- Ability to lift and carry up to 50 pounds on a daily basis
- Frequent standing, walking, walking on uneven surfaces, carrying, pushing, bending, kneeling, reaching, twisting, turning and repetitive movement
- Able to work efficiently outdoors in varying conditions and terrain

**To Apply**

Please email your resume and cover letter to cakecisma@macd.org. Any specific questions can be directed to the same address.

**ADA Compliance**

This Position Description is intended to describe the general nature of the work being performed by the employee assigned to the position. It is not an exhaustive list of all the essential functions of the position and its related duties and responsibilities. Employees must be able to perform all of the essential functions of the position with or without reasonable accommodation. The ACD reserves the right to amend the essential functions of this position to meet organizational needs as necessary.

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			Employee
Printed Name	Employee Signature	Date	

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			Executive
Director Printed Name	Executive Director Signature	Date	

*The Antrim Conservation District is an equal opportunity employer and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy, sexual orientation, gender identity and gender expression), national origin, genetic information, political affiliation, marital status, familial status, veteran status, height, weight, or other non-merit factors. We encourage women, BIPOC, and candidates from all under-represented groups in conservation to apply.*