



Martha's Vineyard Land Bank Commission

Conservation land assistant

The conservation land assistant carries out, under the supervision of the crew manager, the day-to-day labor necessary for the upkeep and management of land bank properties.

responsibilities

1. Field labor and construction

The conservation land assistant, as directed by the crew manager, performs the following tasks, both on-site and at the agency workshop: cutting of trails and regular maintenance thereof to ensure an even and well-trimmed tread and corridor; prevention or control of erosion; mowing of fields; relocation and/or removal of trees and other vegetation; assembly and erection of boardwalks, footbridges, directional signs, trash receptacles and fences; creation of trailheads and their access driveways; and disposal of trash. This list of tasks is illuminative rather than exhaustive.

2. Equipment maintenance

The conservation land assistant keeps the land bank equipment and machinery in sound working order. This includes, but is not limited to, repair of the pickup trucks, utility vehicles, tractors, brushcutters, woodchippers and chainsaws. This list is illuminative rather than exhaustive.

3. Ecological inventory and monitoring

The conservation land assistant, as directed by the crew manager, assists the ecologist on various projects.

4. General assistance to the crew manager

The conservation land assistant assists the crew manager with a variety of agency tasks, at the crew manager's discretion.

working conditions

forty (40) hour workweek

hour lunch (paid)

When the conservation land assistant uses a personal vehicle during the work day for land bank business reimbursement

shall be made by the commission at the then-current federal rate.

remuneration consult Employee Remuneration Classification chart

This description generally portrays the work expected of the conservation land assistant. The conservation land assistant may, from time to time, be required by the crew manager to perform tasks at a higher skill level or at a lower skill level than that described herein. Although the land bank makes every effort to accommodate individual preferences, agency needs may at times make the following conditions mandatory: off-hours response to emergency situations or quandaries, overtime, shift work, a rotating work schedule, or a work schedule other than Monday through Friday. All land bank positions are for no guaranteed period of time and the commission may change wages, benefits and conditions at any time.

Work performance evaluations will be conducted twice-yearly by the crew manager. This job description will also be reviewed biannually.

approved by vote of the land bank commission: July 10, 2017