

JOB DESCRIPTION, PEAINE AND ST JAMES TOWNSHIPS BEAVER ISLAND, MICHIGAN

SUBJECT TO REVIEW/APPROVAL BOTH BOARDS INCLUDING HAVING FUNDING SOURCE(S)

Title: Natural Resources Specialist

Status: Full-Time

Department: Operations

Reports To: Both Township Supervisors

Date: September 2023

General Description

The position will perform all duties of a Natural Resources Specialist who works to protect, preserve, and conserve public and private properties involving the natural and cultural environments on the Beaver Island Archipelago. The position will tour the island on a routine basis and the outer islands on an infrequent basis to become familiar with and report on land use and/or permit activities of concern. The position will work with both townships' officials to develop applicable future land use and zoning plans. The position will train members of the public regarding this work. Under the guidance of the Beaver Island Natural Resources Advisory Committee, work with limited supervision, with some latitude for the use of initiative and independent judgement.

As described within the Natural Resources chapter of the 2023 Master Plan, many of the island's well-loved landscapes are also extremely fragile. Islanders expressed not only their love for the many natural areas and unique landscapes on Beaver Island, but also concerns about invasive species, rare and endangered species, flooding, coastal hazards, and climate change. This position is being constructed around the expectations of the public and the action plan's ideas for government action relative to natural and cultural resources as well as the need to account for proper land use and permit actions.

Examples of Work Performed

Natural and Cultural Resource Responsibilities

- Serve as a liaison to the state departments of Environment, Great Lakes, and Energy and Natural Resources, Tribal Governments, and others (NLMIC, CMU, other universities, LTC, and NGOs) in managing natural and cultural resources on the Beaver Island Archipelago.
- Serve as a liaison to the State Historical Preservation Office and Tribal Historical Preservation Office in regard to cultural resources.
- Assist in conserving (etc.) the key land/water interfaces that are listed below. This includes helping the townships' enforcement of related actions through permit issuance and management.
 - Water Resource Protection
 - Inland Lakes and Streams
 - Wetlands Protection
 - Shorelines Protection and Management
 - Great Lakes Submerged Lands
 - Sand Dunes Protection and Management, including creating vegetation assurance plans
 - Clean Water Act and Rivers and Harbors Act
 - Soil Erosion and Sedimentation Control
 - Point source discharge into the waters of the state (NPDES)

- Outside the land/water interface, other natural resources that require liaison and/or management with others include:
 - Watershed development and management
 - Forest management
 - Dark sky
- Perform as the archipelago's Terrestrial Invasive Species Administrator.

Land Use and Permit Activities Responsibilities

- Identify concerns regarding land use issues/needs and zoning concerns throughout the archipelago. Report the same to the applicable Township Supervisor and, when necessary, to the Zoning Administrator.
- Assist with the development of land use and zoning plans.

Other Responsibilities

- Support island renewable, reliable, and resilient energy efforts through efficiency and conservation.
- Supervise workers and/or volunteers employed to complete related activities.
- Train residents and visitors regarding related work topics.
- Other duties as assigned.

Position Logistics and Funding

- The office of this position will be located within the St James Township Government Center.
- Annual salary with bimonthly payments and benefits will be compensated by St James Township per the Township Schedule of Wages and Travel. Peaine Township will fund XX% of the employment costs given the relative size of each township as measured by the number of parcels (not inclusive of DNR properties).
- Work travel will be accomplished through use of a St James Township vehicle with fuel paid for by both townships based on prorated use. When this vehicle is not available, mileage of use of a personal vehicle will be compensated by payments from each applicable township. The mileage rate will be in accordance with the Schedule of Wages and Travel.

General Qualification Guidelines

Experience and Education

Experience in environmental quality, natural resources, botany, or agronomy work. Graduation from an accredited four-year college or university with major course work in natural science or a related field is generally preferred. Experience and education may be substituted for one another.

Knowledge, Skills and Abilities Required

- Knowledge of applicable local, state, and federal ordinances and laws; of environmental practices.
- Skill in the use of environmental equipment and use of a computer and applicable software.
- Ability to conduct inspections, surveys, investigative research, and studies, to prepare reports, and to communicate effectively.