



JOB DESCRIPTION

The Operations Specialist contributes to program operations through developing and maintaining wildlife response capabilities that ensure Tri-State provides the best possible care to animals during an incident that involves contaminated wildlife. The Operations Specialist reports to the Oil Programs Manager.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Work with the team to create and maintain facility maintenance checklists; coordinate facility work with the maintenance supervisor as needed; and participate in long-term facility planning.
- Assist with the logistics of functions held in the Annex (within the department or across the organization).
- Assist in maintaining oiled wildlife response readiness. This includes, but is not limited to, maintaining facilities, equipment, and supplies.
- Assist in identifying and procuring supplies needed for oiled wildlife response, including medical, husbandry, caging, and general facilities supplies.
- Contribute to the development of oiled wildlife response protocols and operating procedures.
- Assist with the development, organization, and presentation of professional training workshops.
- Participate in the research and preparation of contingency plans and projects.
- Respond to requests for information and provide technical assistance to wildlife rehabilitation colleagues and the general public.
- Assist in maintaining Tri-State's state wildlife rehabilitation permits.

ALL OIL PROGRAMS STAFF ARE EXPECTED TO:

- Be prepared to respond at a moment's notice to an emergency event involving wildlife.
- Participate in all aspects of oiled wildlife response such as animal care, logistical support, legal documentation, wildlife field surveys/retrieval and report creation.
- Contribute to pre-workshop communication, logistical arrangements, agenda format, training supplies, presentation of material, attendee registration and billing procedures.
- Maintain information management systems and oversee the different oil programs databases.
- Assist program management with review of strategic plan and updating priorities annually and participate in strategic planning processes.
- Attend and present at Regional Response Teams and Area Committee meetings as assigned.
- Participate in oil spill drill exercises, trade shows, meetings, and conferences.
- Strengthen and expand business opportunities related to oiled wildlife response and preparedness.
- Supervise and direct volunteers/personnel during oil spill responses.
- Assist in training and maintaining volunteer resources.
- Share in training and orientation of temporary staff and interns.



PHYSICAL DEMANDS:

- Walk distances of up to 10 miles in rough terrain.
- Work in inclement weather, walk beaches, through marshes, and over rocks carrying equipment.
- Lift gear weighing up to 50 lbs.
- Ride in boats under rough weather conditions.
- Work at a personal computer for extended periods of time.
- During a response, be able to stand for extended periods of time.

WORK ENVIRONMENT:

- Temperature controlled indoor office/veterinary hospital environment.
- Outdoor environment with variable temperatures, depending on location, weather, and season.
- Exposure to all weather conditions and temperatures
- Exposure to odors, dust, and moderate noise levels.
- Travel away from home for several weeks at a time.
- Work long hours on short notice.
- Restricted vacation during peak periods.
- Schedule is subject to change with only 12–24 hours' notification.
- Work occasional weekends.
- Position may, at times, require employee to work with or be in areas where hazardous materials and/or infectious diseases are present.

REQUIREMENTS:

- Minimum requirement: Degree in Biology, Wildlife Management, Veterinary Technology, or equivalent.
- 1-2 years' experience working with or around animals; including knowledge of wildlife rehabilitation.
- Skills in facility maintenance.
- Ability to understand and follow safety requirements necessary to work around hazardous materials.
- Ability to travel on short notice (see Work Environment above).
- Have strong organizational, record-keeping, computer, and analytical skills.
- Possess excellent writing, communication, and public speaking skills.
- Be able to work efficiently and make quick decisions.
- Completion of ICS 100, 200, 700, and 800 within a year of hire.
- Completion of Hazardous Waste Operations and Emergency Response (HAZWOPER) training within 6 months of hire.
- Maintain a valid driver's license.
- Must possess or be able to obtain a U.S. Passport and a TWIC (Transportation Workers Identification Credential).



PREFERRED EXPERIENCE, TRAINING, AND SKILLS:

- Emergency response experience
- Technical writing skills

ALL TRI-STATE EMPLOYEES ARE EXPECTED TO:

- Attend departmental meetings and other meetings as scheduled.
- Help maintain the orderliness and cleanliness of the facilities.
- Participate in Tri-State events as needed.
- Participate in board committees as appropriate.
- Be able to work independently but also as part of a team.
- Exhibit a positive attitude and commitment to Tri-State’s mission.
- Possess excellent interpersonal skills and interact professionally with staff, volunteers, students, board members, industry personnel, government officials, and the general public.
- Represent Tri-State professionally to the rehabilitation community, government agencies, and external partners.
- Adhere to all work rules, procedures, and policies established by Tri-State. This includes, but is not limited to, those contained in the employee handbook.

ACKNOWLEDGEMENTS:

- The information above is not intended to be an all-inclusive list of the duties and responsibilities of the position, nor is it intended to be an all-inclusive list of the skills and abilities required for the position. My supervisor may, at his or her discretion, assign or re-assign duties and responsibilities to this position at any time.
- The duties and responsibilities in this job description may be subject to change at any time due to reasonable accommodation or other reasons.

I have read and understood the information provided in this job description.

Print name

Signed

Management

Date

Date