



Operations Specialist Full-time, Non-Exempt

Tri-State Bird Rescue & Research seeks to add an Operations Specialist to its Oiled Wildlife Programs team. 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 Oil Programs management.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Be prepared to respond at a moment's notice to an emergency event involving wildlife
- Participate in all aspects of oiled wildlife response
- Supervise and direct volunteers/personnel
- Assist in maintaining response readiness, including facilities and personnel
- Represent the organization in response exercises, meetings, trainings, and conferences
- Contribute to the development of oiled wildlife response protocols, plans and training
- Assist with organizing and presenting professional training workshops
- Work to expand business opportunities related to oiled wildlife preparedness and response

JOB APPLICANT 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.
- 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 and a minimum of ICS 300, 400, 700, 800 level training
- Skills in facility maintenance and carpentry
- Marketing and/or technical writing skills

PHYSICAL DEMANDS: Lifting, bending, stooping, standing, and walking frequently. Lifting up to 50 pounds occasionally. Able to frequently move about the facility and grounds, with or without reasonable accommodation. During a response, be able to stand for extended periods of time.



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WORK ENVIRONMENT: Temperature controlled indoor office/veterinary hospital environment. Outdoor environment with variable temperatures, depending on location, weather and season. Exposed to all weather conditions and temperatures, odors, dust, and moderate noise levels. Schedule subject to change on short notice. Travel away from home for several weeks at a time is not unusual during a response.

HOW TO APPLY:

Email Lisa Smith, Executive Director, at lsmith@tristatebird.org, with the job title in the subject line and with the following documents attached:

- Cover letter
- Résumé or CV
- Salary requirements

Any applicant considered for employment must:

- Pass a criminal background check
- Qualify to drive a company vehicle
- Provide documentation of training