

David L Nieland

Subject: Assistant Manager Field Operations, NEON

Assistant Manager Field Operations

Boulder, CO, US

Worker Category :Regular Full-Time

COMPANY OVERVIEW

The National Ecological Observatory Network, Inc. (NEON™) is a National Science Foundation 30+ year project dedicated to understanding how changes in climate, land use and invasive species impact ecology. For the next three decades NEON will collect a comprehensive range of ecological data on a continental scale across 20 eco-climatic domains representing US ecosystems. NEON will use cutting edge technology including an airborne observation platform that will capture images of regional landscapes and vegetation; mobile, relocatable, and fixed data collection sites with automated ground sensors to monitor soil and atmosphere; and trained field crews who will observe and sample populations of diverse organisms and collect soil and water data. A leading edge cyberinfrastructure will calibrate, store and publish this information. The Observatory includes over 300+ personnel and will be the first of its kind designed to detect and enable forecasting of ecological change at continental scales.

JOB SUMMARY

The NEON Field Operations Assistant Manager is responsible for supervision of personnel and activities coordinated from the assigned field office. Field office activities include (1) preventative and corrective maintenance of scientific instrumentation, field infrastructure and equipment, office and laboratory equipment, (2) field observations, (3) specimen collection, handling, preparation and shipment according to NEON scientific protocols. Performs personnel management that includes (1) selecting, (2) training, (3) scheduling, and (4) performance management for 5 regular full-time field technicians and 20-30 seasonal field technicians according to NEON, Inc. Policies and Procedures under the supervision of the Field Operations Manager.

LOCATION

The Domain 10/ 13 Field Operations Assistant Manager's primary work location is Boulder, CO.

This position supports sites in the Southern

Rockies- Colorado Plateau and Central Plains Domains. These domains include parts of Colorado, Utah, Wyoming, Nebraska, Kansas, Oklahoma, Texas, Arizona, and New Mexico. The Southern Rockies- Colorado Plateau and Central Plains candidate sites are located in Colorado at the Central Plains Experimental Range (CPER) near Nunn CO, in an Agricultural site near Sterling CO, in Rocky Mountain National Park, at Fox Ranch near Idalia CO, and at The University of Colorado Mountain Research Center and Como creek at Niwot Ridge, CO.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- * Supervise regular and seasonal field personnel supporting field office, lab and collection sites.
- * Perform and oversee the recruitment and training of regular and seasonal field personnel as assigned within a domain.
- * Ensure that safety policies, procedures, and practices are followed within their area of authority.
- * Reinforce positive attitudes toward safety and sets the example for staff by enabling compliance with safety requirements.
- * Coordinate logistics and schedules, within NEON scientific parameters, for all maintenance, repair and field activities.
- * Perform and oversee maintenance, repair and field activities according to NEON scientific protocols for assigned sites within a domain.
- * Assist with administering the operation of the office and laboratory. Assists in overseeing maintenance of office and lab areas including lab equipment and coordinates necessary repair or replacement.
- * Act as liaison between regional stakeholders, including educational and research organizations, local property owners and the general public and NEON, Inc.

- * Communicate NEON status and activities, local activities and partnerships, and regional issues and concerns to appropriate regional stakeholders and NEON staff. Work with Manager of Field Operations and regional stakeholders to resolve issues or concerns.

- * Assist in the preparation of annual operating budget for assigned office and ensures NEON funds are used appropriately and within budget in collaboration with the Manager of Field Operations.

- * Record activities and completed work according to Field Operations protocol.

- * Perform field assignments in a variety of conditions (e.g., weather, terrain, diverse assigned biomes).

- * May carry, move and lift field supplies (pack weighing up to 40 lbs.) to assigned field site (diverse and uneven terrain).

- * Follow and ensure all NEON, Inc. policy and procedure including administrative, safety, and financial requirements for field station operations are followed.

REQUIRED: EDUCATION, EXPERIENCE, KNOWLEDGE AND SKILLS

- * Bachelor's Degree biology, ecology, environmental science or related field.

Equivalent education and work experience may be considered.

- * One (1) or more years' experience supervising at least five (5) personnel, including hiring.

- * One (1) or more years' experience in management of an operations group including budgeting, monthly status reporting.

- * One (1) or more years' experience developing complex work or task schedules (e.g. 24x7 operations with full-time, part-time, and seasonal staff).

- * Three (3) or more years' experience performing ecology related lab and field activities and/or maintaining scientific instrumentation (e.g. meteorological and aquatic sensors).

- * Ability to organize and execute multiple activities and priorities.

- * Effective problem solving skills and the ability to determine and act on changing priorities in a fast paced dynamic environment.

- * Effective leadership skills and the ability to motivate others.

- * Displays good judgment in ensuring safety and operational standards are met.

- * Ability and willingness to adopt new technologies as needed.

- * Ability to travel frequently within assigned domain.

- * Depending on assignment, current and valid State issued driver's license with insurable

- * Department of Motor Vehicle record (parking violations, minor driving offenses excluded) as determined by NEON's insurance provider.

- * Willingness to work in variable weather conditions, at remote locations, on difficult or hazardous terrain.

- * Ability and willingness to work on towers ranging in height from 24 feet to 300 feet and at altitudes of up to 11,000 feet (depending on assigned Domain) including ascending and descending multiple flights of stairs on instrument towers.

- * Ability to withstand exposure to fumes, dust, and noise.

PREFERRED EDUCATION, EXPERIENCE, KNOWLEDGE AND SKILLS

- * Graduate study in biology, ecology, environmental science or related field.

- * Previous experience in personnel management such as evaluating performance, implementing performance improvement plans and terminating employees.

- * Previous experience supervising a technical field operations services group.

- * Previous experience communicating with external stakeholders such as customers, funding agencies, regulatory agencies, etc.

- * Familiarity with federal and state employment and safety regulations.

Must possess a valid US driver's license.

Must have permanent authorization for US employment. NEON, Inc. will not provide any kind of visa sponsorship.

This position offers competitive total rewards including 401(k), health, vision and dental insurance, generous paid time off and the opportunity to work with at an organization with a great mission.

NEON, Inc. is an Equal Opportunity Employer.

Women, Minorities, Veterans and Disabled Persons are encouraged to apply.

Please apply to: <<http://www.neoninc.org>>www.neoninc.org