

**NATURAL AREAS BIOLOGIST (Contractor)** -- The Tennessee Valley Authority's Regional Natural Heritage Project has an immediate opening for a Natural Areas Biologist to work as an in-house contractor in Knoxville, Tennessee. Jobs duties will include environmental impact analysis on natural areas and ecologically significant sites as they relate to TVA projects and activities. Related duties will include use of geographic information systems and technical writing with some opportunities for field surveys, ecological data collection, and developing planning documents.

Occasional overnight travel within the Tennessee Valley will be required of the successful applicant. This position is based on cyclical funding and workloads; therefore, weekly hours will vary, but will often range from 10-30 hours/week. Applicants should have a degree in wildlife biology, ecology, environmental science, zoology, botany, or geography. Masters degree preferred. Applicants with prior work experience in one or more of the above mentioned fields of study will be given preference. Applicants with a B.S. will be considered if they have demonstrated work experience in one or more of these fields, and have good writing and oral communication skills. Salary is dependent upon education and experience.

Description of responsibilities for Natural Areas contractor

- Must have proficient writing skills and be willing to do the following:
- Able to work 10-30 hours per week as needed
- Submit schedule every Thursday by 5:00 for following week (flexible-if need to deviate from schedule submitted must call or email me as soon as possible to notify me of the change)
- Submit timesheet each week by C.O.B. on Friday
- Attend project meetings (Required) (generally, alternate Mondays at 9:00)
- Keep required training up-to-date
- Take ownership of projects assigned (respond to inquiries regarding projects from management, NEPA or other organizations, disciplines, etc.)
- Coordinate and communicate with other disciplines/staff to ensure that input submitted for environmental reviews is consistent
- Contact managers of natural areas in regard to specific projects to ensure that information is current and that property boundaries are confirmed
- Turn in projects assigned two weeks in advance of deadline listed on request sheet for my review (this won't always be possible, but it will most of the time)
- Learn and utilize/work in database (NatureServe) to update old managed area and site records as needed, compile and complete new records,
- Utilize ArcGIS (for use in conducting environmental reviews, updating existing boundaries or adding new records to GIS database)
- Conduct fieldwork if necessary (this is rare, but sometimes needed)

Primary responsibilities\*

- **Environmental Reviews of TVA projects**-will review database, coordinate and communicate with other disciplines to ensure input is consistent, contact managers of natural areas to ensure information is current and property boundaries confirmed, submit fully completed input two weeks in advance of deadline listed on request sheet for my review to ensure that there is sufficient time to troubleshoot any problems or resolve any issues that may occur and that the input is reviewed thoroughly so that it is delivered complete and on time to the client

\*\*May be requested to complete CEC's, EA's, EIS's, RSA's, SAR's and occasionally other assignments as needed

Additional responsibilities

- **Database**-learn and utilize/work in NatureServe (update old managed and site records as new information is acquired, delete records when requested and compile and complete new records)
- **Mapping**- Learn and utilize ArcGIS (for digitizing existing boundaries of managed and site areas in digitizing project and new boundaries as records are added and to assist with environmental reviews)

Please submit a 1) current resume with 2) cover letter, and 3) three references via email to:

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