Conservation Federal Work Study

**Brief Description of the Position:**
Conservation/Horticulture work study students assist Cons./Hort technicians and faculty in a wide variety of duties involving equipment and materials sign-out, preparations' for trips, classes and labs, work area maintenance, Main Campus, Muller Field Station and East Hill Campus grounds, facility maintenance and special projects as directed.

**Primary Duties:**
Follow an agreed upon schedule and be productive during scheduled work time. Plan your work time so assigned jobs can be completed or wrapped up so you can complete the job at your next work period and follow through. Communicate with your supervisor and other work study workers the status of projects. Be self starting in meeting the everyday needs of area upkeep/faculty/class preparations and department priorities. Work toward learning and consciously developing skills that will expand your resume and abilities. Skills in oral and written communication, computer use, natural resource identification and natural history as well as the attached list below will aid in your career advancement.

**Conservation/Horticulture Work Study Duties and Skills Development**
- Develop a reputation of good work habits, dependability and excellence
- Become an approved college vehicle driver
- Become an approved van driver
- Know locations for key pickup, drop-off, vehicle access & process
- Be familiar with all Cons/Hort. work areas and their upkeep
- Experienced & confident with equipment room sign-out procedures
- Experienced & confident with slide scanning procedures
- Take the initiative to learn the location and terminology of equipment & materials in:
  - C-201A equipment room
  - Fisheries shop (Grounds Building)
  - Cons. Hort. “red” barn
  - C-232 wet collections room
  - C-202 wet lab
  - C-203 chemical prep room
  - Walk-in freezer, floriculture/water sample cooler
  - Greenhouse/head house operations
  - Recycling/wildlife society can collections/composting locations & processing
  - Familiar with copy machine code and process, laminating/dry mounting process
- Familiar with Main Campus areas (provide a general tour to new students)
- Familiar with campus ground areas & trails (arboretum, gardens, ponds)
- Know the water collection sites required schedule and procedures

**C-201A Equipment Room**
- Familiar with computer use operation (Excel, Microsoft Word, PowerPoint) & materials
inventories

• Familiar with standard safety practices (Use of safety equipment, flammable storage)
• Familiar with tent care & parts
• Familiar with trip/class material packing process (tag & date cart use needs)
• Trip safety equipment checks eye, ear, and face and head protection
• Class materials check lists updates
• First aid kit checks and checklist use
• Camp stove & burner refueling & safety checks
• Contentious and thorough with materials and equipment condition checks
• Knowledgeable and experienced with net repair (ento., fine & course aquatic dip)
• Knowledgeable and experienced with maintaining hand tools in good condition
  o Axe handle replacement
  o Sharpening axe & knife
  o Bow & hand saw tensioned and tested sharp
  o Basic hand tool terminology, condition, care & organization
• Soil test and texture kit maintenance, restocking and record keeping
• Water testing kit maintenance, restocking and record keeping
• Fish & live specimen care, feeding, feed supply monitoring, habitat and record maintenance
• Bird feeder maintenance & feed supply monitoring
• Radio telemetry equipment care, use and terminology
• GPS equipment care, use and terminology
• Binocular & scope maintenance cleaning and care
• Trail Cam/photo equipment care setup and operation
• Forestry survey equipment care, terminology & use
• Limnology equipment care, terminology and use (wet suits, masks, snorkels, flippers)

Fisheries /Shop
• Basic Chain saw maintenance & cleaning (arrange with Ryan before working on saws)
• Standard chain saw safety equipment and practices
• Chain saw sharpening & tools (hand jig, power grinder)
• Chain saw, chain, bar & sizes terminology (chisel, chipper, angles, safety chain, drivers, rankers)
• Chain loop making
• Saw mill setup, operation, mill tools & mill care and terminology
• Basic construction power tool operation and safety (circular, jig, demo, chop and table saw, drills)
• Boat care, preparation, operation, maintenance & (standard equipment checks)
  o SR-16 electro shocking boat
  o 26’ pontoon boat
  o 21’ skiff
  o 13’ whaler
• Boat trailer condition checks (tire pressure, & wear, lights, wiring connection, hitches & winches)
• Canoe & Kayak preparation, securing, care, use and terminology
• Canoe and kayak trailer check (tire pressure, wear, wiring, lights, jack and hitch)
• Net repair stitching (dip nets, trap nets, seines)
• Net types, care, preparation for use and terminology (trap, hoop, gill nets & associated gear)
• Ropes, line & cord use and basic knots (bowline, taunt line, square, clove knot &, truckers hitch)
• Limnology equipment terminology, condition checks & use (secchi disk, Vandorn, samplers & dredges)

**Muller Field Station**
• Field station location & access procedures, keys & codes
• Assist with general field station property maintenance
• Assist with field station trail and tool maintenance
• Maintenance and inventory of equipment
• Maintenance & development of educational displays
• Ferris and saber mower safe operation & maintenance
• Gator and tractor safe operation and maintenance
• Garden care and maintenance
• House/classroom & channel building/shop upkeep, tool use and organization
• Fish culture building and classroom upkeep & organization
• Fish culture pond maintenance
• Assist with environmental education groups
• Complete projects as assigned

**East Hill Campus-Fraley property**
• Property maintenance
• Work as directed (duty list to be determined)

**Special Requirements**
Positive attitude, problem solver, clean driving record is a plus.