

## Field Coordinator

### Job Summary

The Field Coordinator (FC) project manages and oversees ecological restoration projects from start to finish. FCs lead a team to implement public/residential/commercial landscapes ranging from small to large scale native installations (planting, seeding, erosion control) and land management (invasive species, prescribed fire, woodland editing). The FC supervises, trains, manages, and works alongside a crew and is responsible for project logistics including scheduling, client communications, invoicing, and job performance reviews. FCs are responsible for their project profitability, schedule, and performance standards. FCs are expected to drive the in-field work trucks. Projects are located in the Twin Cities and Upper Midwest.

The ideal candidate is highly reliable, skilled in planning and scheduling work, demonstrates situational awareness and problem-solving abilities, and excels at performing physically demanding tasks in outdoor environments. They demonstrate a strong work ethic, attention to detail, and the ability to work effectively both independently and as part of a team. The candidate should have strong communication, leadership, and time management skills. Experience with Microsoft Word, Excel, Adobe, and other project management software is preferred. The candidate should also have experience in invasive and native species identification, integrated pest management (IPM), small equipment (chainsaw, brushsaw), and herbicide application. Experience with seeding, planting, erosion control practices, and prescribed burn experience is also preferred.

Starting wages vary based upon experience, ranging from \$23.50-\$26/hr. Employees are eligible for benefits such as prevailing wage, holiday pay, vacation time, retirement match, HRA, and annual gear stipend.

### General Expectations

- Work weeks are typically 40-50 hours depending on workload and weather conditions. The position will be expected to perform physical labor on a daily basis.
- Ability to use project management software to manage projects, budgets, and set schedules.
- Ability to work safely in outdoor conditions and communicate hazards; jobsite conditions vary and host hazards such as uneven terrain, biting/stinging insects, thorns, etc.
- Wears all required PPE
- Valid Driver's License and pass MVR check
- Ability to lift up to 50 lbs. repeatedly throughout the day
- Ability to bend, twist, and stoop repeatedly throughout the day
- Able to pass a DOT Physical
- Has or is able to acquire a Commercial Pesticide Applicator License (Categories A & J)
- Comfortable driving up to 1 ton trucks with trailers
- Work through issues regarding equipment needs, safety issues, budget constraints, and crew pace
- Able to work in a team setting with 2 to 8 other employees
- Willing to support industry standard and imposed pace & practices
- Weekend work will occur throughout the growing season. Landbridge staff require flexibility with scheduling due to workload needs and external challenges (i.e.: weather)
- Employees are expected to maintain professionalism in interactions while respecting workplace policies and rights
- Workdays generally begin and end at LANDBRIDGE central headquarters in Saint Paul, MN, or at the jobsite location
- Occasional overnight requirements are necessary for out-of-town projects

## Job Specific Requirements

### Project Management (25%)

- Understand project goals, objectives, and budgets
- Create project folders and organize project documentation
- Communicate with Project Owner/Representative regarding project timeline
- Maintain appropriate Secured List for accuracy and forecasting
- Complete cost-to-complete adjustments for all projects as necessary
- Source appropriate product from suppliers in accordance with project sales plan
- Invoice projects in a timely manner
- Ensure receipts and invoices are coded appropriately

### Project Logistics and Execution (30%)

- Ability to oversee project completion at industry standard and imposed pace safely
- Ensure staff understand expectations and specifications for projects
- Oversee efficiency of the crew's tasks on site to meet project objectives
- Oversee quality control of daily tasks and work completed in the field
- Communicate shared resource needs for upcoming projects with other coordinators.
- Anticipate equipment needs (burn rigs, rentals, special project needs, etc.)
- Direct Equipment Operators to complete tasks as necessary for projects
- Ensure necessary forms are completed on time (truck checks, job safety analysis, work completed form, herbicide form, incident forms, etc.)
- Ensure all tools and equipment are working and accounted for at the start and end of the workday
- Ensure trucks are kept clean (inside and outside) and maintain a professional appearance
- Communicate equipment breakdowns to Equipment Manager and Project Coordinator
- Maintain project folders and documentation through the life of a project

### Personnel Supervision (30%)

- Communicate, lead, and guide crew managers and technicians through various tasks to safely complete projects on time and budget
- Ability to train crew managers and technicians on best practices associated with project tasks
- Discuss safety issues associated with tasks and project location daily and complete associated forms (JSA)
- Ensure that safety practices are followed for daily operations and any known personnel specific concerns (allergies, physical limitations, etc.) are noted and understood
- Ensure staff are accountable for their roles and responsibilities
- Ensure staff understand any concerns or special considerations for project tasks
- Respond to incidents following established protocol and complete associated forms (near miss, incident, etc)
- Ensure all employees are using shop spaces, tools, trucks, trailers and equipment responsibly
- Facilitate performance reviews, check-ins, disciplinary actions and complete associated follow-up and paperwork for team

### Customer Service (15%)

- Be a representative of Landbridge Ecological to the public, ensure staff is presented in a manner befitting and representing our Core Values (Achievement, Grit, Growth, Unity, Accountability)
- Communicate and promote with Project Owner/Representative on the needs for additional work
- Adjust (Change Order) for additional work to be completed, communicate to Administrator any changes to update project management software
- Communicate necessary changes to team on site
- Create new projects as necessary, input and track with project management software