

# HOUSTON ARBORETUM & NATURE CENTER

## Forestry Natural Resource Specialist Job Description

### About the Arboretum

Houston Arboretum & Nature Center is a nonprofit organization whose mission is to provide education about the natural environment to people of all ages, and to protect and enhance the Arboretum as a haven and sanctuary for native plants and animals. Located on the western edge of Memorial Park, this 155-acre urban nature sanctuary is one of the first nature education facilities for children in the state of Texas and proudly welcomes over 11,000 school children and 625,000 visitors annually. It serves as a “nature connector” to steward and provide best-in-class nature-centered experiences and knowledge for a diverse Houston, while its unique and ecologically-managed landscapes encourage visitors to slow down, appreciate, and learn about Houston’s natural heritage.

Please visit our website for further information on the history, people, and programs of the Arboretum.  
[www.houstonarboretum.org](http://www.houstonarboretum.org)

### Job Description

The Arboretum seeks an experienced, well-organized, detail-oriented person for the position of Forestry Natural Resource Specialist. This position will be heavily involved in both the physical and technical management of the site. The Forestry Natural Resource Specialist will perform and oversee field work and applied ecological projects related to forestry, arboriculture, conservation and restoration ecology, and work closely with staff and volunteers to manage ecosystems throughout the site, in addition to assisting with facilities maintenance and other duties as needed. The position requires a balance between computer and outdoor work and can be physically demanding at times. The Arboretum values collaborative, resourceful, independent and self-motivated staff that are comfortable with both freedom and accountability.

This is a full-time position with occasional assistance at staff-wide events in the evenings or weekends throughout the year. Base schedule is Tu-Sat, 7:30am – 4:00pm with flexibility to be agreed upon.

### Duties and Responsibilities

- Maintain forest and individual tree health through arboricultural practices including mulching, watering, pruning, thinning and forest assessment and inventory surveys.
- Identify and assess trees that may be considered hazardous to visitors and facilities.
- Manage and assist environmental monitoring projects related to ecological restoration, function and management.
- Collaborate with the Conservation staff to identify, develop and manage projects related to the conservation, natural resource management and ecological restoration of the ecosystems found in the Arboretum.
- Acquire, analyze, and manage site GIS data.
- Assist in maintenance of trails, facilities and other site duties as needed.
- Assist in the supervision of interns and volunteers.
- Responsible for the safety and security of volunteers under his/her supervision.
- Lead or assist Scout projects.
- Lead or assist environmental education classes or workshops with assistance from Education staff.
- Interface with outside contractors hired to complete projects on the grounds.

### **Minimum Qualifications**

- Bachelor's degree in Forestry is required. A degree in Ecological Restoration, Conservation or Natural Resource Management may be considered if equivalent forestry experience or coursework is demonstrated.
- Knowledge of arboriculture techniques, including tree planting, pruning and care according to standard practices.
- Proficiency with the safe operation of mechanical power tools, including chainsaws.
- Proficiency with Word, Excel, PowerPoint, Access, and ArcGIS Pro.
- Knowledge of local ecology and plants native to the Gulf Coast Texas Prairie, Pineywoods, and/or Post Oak Savanna ecoregions.
- Valid driver's license.
- Ideally would hold, or obtain within one year of start date, and maintain in good standing, an ISA Certified Arborist designation.

### **Abilities Required**

- Work effectively with others in order to build mutual respect.
- Demonstrated ability to work independently.
- Ability to communicate effectively and write reports.
- Work responsibly with herbicides and power tools, and sufficient strength and manual dexterity to operate power equipment.
- Ability to effectively manage projects and project personnel, both volunteer and contract.
- Lift 50lbs throughout a given workday and perform heavy, physical labor daily in all weather conditions.
- Must be able to bend, crouch, repel, kneel, stand, walk and perform various types of manual labor for extended periods of time throughout the workday.

### **Safety Requirements**

Establishment and maintenance of a safe work environment is the shared responsibility of this organization and employees at every level. The Arboretum will make every effort to assure a safe environment and follow federal, state, and local safety regulations. Employees are expected to obey safety rules and to exercise caution in all their work activities. Accordingly, employees should be aware of hazards which may cause an injury or accident. If an employee discovers a potentially dangerous condition, they should alert other employees and notify their supervisor immediately.

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**Reports to:** Conservation Director

**Employment Status:** Full-time

**Salary & Benefits:** Full-time salary commensurate with experience. Benefits include full medical with self-only plan, dental and vision benefits, 3-weeks PTO and 2-weeks sick leave plus holidays, 401k retirement plan with 6% match, annual gear stipend.

**Interested candidates should send the following documents to Stephen Benigno,**

**[sbenigno@houstonarboretum.org](mailto:sbenigno@houstonarboretum.org):**

- A one page resume with work history, education, and any other relevant information.
- A one page cover letter explaining why you are interested in and qualified for this opportunity.

**Thank you for your interest!**