

Job Description

Job Title:	Field Station Manager, Palmyra Atoll
Job ID:	39167
Location:	Palmyra
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

[Email to Friend](#)
 [Save Job](#)
 [Apply Now](#)

[Return to Previous Page](#)

The Nature Conservancy is the world's leading conservation organization, working in all 50 states and more than 33 countries. Founded in 1951, the mission of The Nature Conservancy is to preserve the plants, animals and natural communities that represent the diversity of life on Earth by protecting the lands and waters they need to survive.

Located 1,000 miles south of Hawai'i and an untold distance from civilization, Palmyra Atoll is one of the most spectacular marine wilderness areas on Earth. Palmyra is a 680-acre atoll with 480,000 acres of lagoons, coral reefs, and submerged lands. Palmyra is a US Fish and Wildlife Service (USFWS) Refuge out to 12 miles and a Marine National Monument out to 50 miles. The Nature Conservancy owns Cooper Island, and manages the atoll in partnership with the USFWS. Palmyra's research station supports scientific research by the world renowned research institutions making up the Palmyra Atoll Research Consortium (PARC) (see www.palmyra-research.org). Staff is hired on a seasonal basis for approximately 3 months at a time to run the research station and camp facilities. Board and lodging are provided while on-island. The Field Station Manager (FSM) is responsible for the overall management, supervision, and safety of Palmyra Atoll operations and staff. The FSM is responsible for overseeing the maintenance of the field station facilities and equipment including generators, boats, and aircraft runway, and the oversight of galley and housekeeping services. The FSM must lead and manage staff, and act as the primary liaison with visiting researchers, guests, and visiting vessels' crew and passengers. This is a seasonal assignment with the opportunity to return for future assignments based on performance. Assignments require residence on Palmyra Atoll with no option of leaving until season is complete.

- Responsible for coordinating all field station activities with TNC staff based in Honolulu, USFWS, PARC and researchers.
- Supervises maintenance, marine, and food services/housekeeping staff to ensure efficient operations of field station; acts as primary liaison with TNC Honolulu staff on operations, staffing and volunteer issues.
- Responsible for safety of those on island: determining and enforcing adequate safety protocols related to island operations, visitor use of equipment and facilities, and communication with researchers and staff in the field.
- Facilitates and supports on-island research projects through collaboration with visiting scientists and application of scientific principles.
- Provides orientation, safety and other training for all visitors, employees and volunteers.
- Directs guides, captains, and dive masters in consultation with visiting scientists.
- Responsible for oversight of all equipment, boats, and SCUBA gear.
- Facilitates visiting vessels with USFWS approval.
- Inventories and orders all mechanical parts and island equipment.
- Orders, coordinates, and supervises unloading of cargo shipments (by airplane and ship).
- Acts as Spill Prevention Coordinator, accountable for spill prevention and maintenance of fuel and chemical storage.
- Hosts donors and organizes associated dive, fishing, kayak, and snorkel trips.
- Acts as point of contact for all communications systems, including satellite and daily on-island radio contact with researchers and staff in the field.
- Supervises heavy equipment operations (backhoe/loader) to maintain runway and adequate drainage around the field station.
- Records galley and maintenance activities and analyzes records to improve efficiency of field station operations.
- Works within established budget.
- Helps to develop, interpret, and implement conservation and facility plans prepared with TNC and partner organizations.
- Creatively solves problems, including manufacturing of critical parts for malfunctioning equipment.

Please address in your cover letter how you meet the 8 basic qualification listed.

*BA/BS degree and 5 years relevant work experience or equivalent combination of education and

experience.

*Leadership and supervisory experience overseeing a dynamic team.

*Ability to set objectives, manage performance, and motivate team members.

*Experience in facilities management, including working knowledge of maintenance and repair of: diesel and gasoline engines; generators; outboard motors; water filtration and plumbing systems; hydraulics; and refrigeration systems, and a working knowledge in use of common hand and power tools.

*Working knowledge of galley, housekeeping, and laundry services.

*Experience assessing complex situations and developing innovative solutions as needed.

*Working knowledge of common software applications (e.g; Word, Excel, Web browsers).

*Experience performing physical work and ability to lift up to 50 pounds.

The Field Station Manager will work 6 days per week, in variable weather conditions (hot, humid, wet), at a remote location, on difficult and hazardous terrain, and under physically demanding circumstances.

These conditions present frequent possibility of injury and require:
• considerable physical exertion and/or muscular strain;
• long hours in isolated settings;
• living with a small community of people 24/7 with no option to leave for 3 months;
• employees to be on call on 48 hour shifts to allow for 24 hour a day emergency coverage;
• employees to assist with community chores even on days off;
• daily work, 12-14 hours/day when visitors are on station; and
• availability 24 hours/day, 7 days/week in case of emergency.

Please complete an online application at www.nature.org/careers and upload a resume and cover letter. Please explain how you meet the 8 basic qualifications listed. Review of applications will be on-going as needed. Assignments are seasonal and filled year round.

The successful candidate must possess, or be able to obtain, a valid Passport with an expiration date later than your term of employment, proof of a physical examination showing good physical and a current tetanus vaccination. In addition, TNC requires staff to obtain a membership in an Emergency Evacuation Service. More information on these issues can be obtained and it is expected that the successful candidate cover the costs associated with these items.

Failure to complete all of the required fields may result in your application being disqualified from consideration. The information entered in the education and work experience sections are auto screened by the system based on the basic qualifications of the position.

You must click submit to apply for the position. Click save if you want to be able to return to your application and submit it later. Once submitted, applications cannot be revised or edited.

EOE STATEMENT

The Nature Conservancy is an Equal Opportunity Employer.

[Email to Friend](#)

[Save Job](#)

[Apply Now](#)

[Return to Previous Page](#)
