



# Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

*An Equal Opportunity Employer*

<b>Title:</b> <b>County Wildlife Biologist</b>	<b>Opening Date:</b> <b>09/21/2021</b>	<b>Application Deadline:</b> <b>Open Until Filled</b>	<b>Job #:</b> <b>21912</b>
<b>Department:</b> <b>Habitat Conservation</b>	<b>Starting Salary:</b> <b>\$51,500</b>	<b>Location:</b> <b>Bastrop, Texas</b>	<b>Travel:</b> <b>Within Bastrop County</b>

**INTERNAL AND EXTERNAL JOB POSTING**  
**Position will not be available until October 25, 2021**

## **Brief Job Description:**

Under the supervision of the Lost Pines Habitat Conservation Plan Administrator, this position is responsible for providing biological monitoring and training on county construction projects as relates to the endangered Houston toad. Work will include conducting Houston toad surveys on projects ahead of construction activities, as well as, providing ongoing monitoring and biological oversight to insure compliance with all federal, state and local permits. Other responsibilities will include providing technical assistance to landowners in the Lost Pines Habitat Conservation Plan (LPHCP), promoting the use of LPHCP guidelines, and conducting community outreach programs as directed. Must have prior experience with Houston toad handling and surveys. Applicant should be in possession of, or be able to quickly obtain, a valid USFW Federal Fish and Wildlife Permit authorizing capture and transport of Houston toads.

## **General Knowledge, Skills, & Abilities:**

**Knowledge of:** Houston toad monitoring and survey practices; the Endangered Species Act; Land conservation techniques; Wildlife management practices; Personal computer skills including Microsoft Office Suite (Word, Excel, Outlook) and Adobe Acrobat; Proper English usage, spelling, grammar and punctuations; Standard office policies, procedures and equipment.

**Ability to:** function independently and exercise good judgment; Manage multiple projects and meet deadlines; Communicate clearly and concisely, both verbally and in writing; Be detail orientated, and have strong, interpersonal, problem solving, organizational, conflict resolution, and stress tolerance skills; Properly interpret, understand and make decisions in accordance with laws, regulations and policies; Conduct business with the public in a professional, courteous manner; Complete routine business correspondence; Effectively speak to small audiences to convey information; Establish and maintain effective working relationships with those contacted in the course of the job.

## **Minimum Qualifications:**

Minimum of a bachelor's degree in biology, botany, environmental science, fish & wildlife science, ecology, or related field. One (1) year of experience in environmental/natural resources fieldwork and prior experience with Houston toad monitoring and/or surveys is required. Applicant should be in possession of, or be able to quickly obtain, a valid United States Federal Fish and Wildlife Permit authoring capture and transport of Houston toads.

## **Work Environment:**

A large portion of work will be conducted in an outdoor environment, including during inclement weather; such work may expose employee to dust, dirt, fumes, temperature extremes, poisonous plants and animals, etc. Duties will sometimes be performed outside of normal business hours. When work is not being conducted in the field, it will take place in a modern office setting.

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Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

A Bastrop County Job Application is required, and can be completed/submitted at: [Bastrop County Job Applications](#) A resume will be considered, but will not be accepted in lieu of application. Applicants may mail or drop off an application at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602 OR email applications to [apply@co.bastrop.tx.us](mailto:apply@co.bastrop.tx.us). Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

**IMPORTANT NOTE TO ALL APPLICANTS:** Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at: <https://www.co.bastrop.tx.us/page/co.jobs>



## **BASTROP COUNTY, TEXAS**

### **Job Description**

*Job Title: Bastrop County Wildlife Biologist*

**Department:** Habitat Conservation - LPHCP

**FLSA Status:** Non-Exempt

**Reports To:** LPHCP Administrator

#### **SUMMARY:**

Under the supervision of the Lost Pines Habitat Conservation Plan Administrator, this position is responsible for providing biological monitoring and training for county construction projects for the endangered Houston toad. Work will include conducting Houston toad surveys on projects ahead of construction activities, as well as, providing ongoing monitoring and biological oversight to insure compliance with all federal, state and local permits. Other responsibilities will include providing technical assistance to landowners in the Lost Pines Habitat Conservation Plan, promoting the use of LPHCP guidelines, and conducting community outreach programs as directed. Must have prior experience with Houston toad handling and surveys. Applicant should be in possession of, or be able to quickly obtain, a valid USFW Federal Fish and Wildlife Permit authorizing capture and transport of Houston toads as well as permitting from TPWD.

#### **SUPERVISION RECEIVED AND EXERCISED:**

Receives supervision from the Lost Pines Habitat Conservation Plan Administrator.

Exercises supervision on construction sites as pertains to Avoidance and Minimization Measures for the Houston toad.

#### **DUTIES AND RESPONSIBILITIES:**

- Provide biological oversight including the evaluation of occurrence, detection, capture and safe transport and subsequent release of Houston toads as required; Monitor to insure that contractor's activities are in compliance with the Lost Pines Habitat Conservation Plan, as well as other federal, state, or local environmental permits;
- Conduct an extensive search of the work site for Houston toads in front of construction activities and notify the contractor when the area is clear to work; Provide Houston toad awareness training to construction personnel and Bastrop County employees;
- Monitor and verify that fuel handling and equipment maintenance operations are performed away from wetlands and water bodies and that the Construction Contractor maintains the necessary spill response material;
- Monitor and verify that all environmental restoration plans (i.e. seeding, erosion control, decomposition, etc.) are properly implemented in accordance with drawings and specifications and in accordance with all federal, state, and local permit conditions;
- Provide technical assistance to Lost Pines Habitat Conservation Plan participants for wildlife management by assisting with new enrollments and annual site visits;
- Conduct education and outreach programs for the Lost Pines Habitat Conservation Plan as directed.
- Assist with field data collection for Houston toad surveys and maintain equipment;
- Use topographic maps, aerial photographs, GPS units, and other maps to analyze sites for potential enrollments and survey locations;
- Maintain accurate data, files, reporting, and documentation as relates to job activities.

#### **OTHER FUNCTIONS:**

Performs other job related duties as directed by supervisor. NOTE: The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to

be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

### **MINIMUM QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Knowledge of:**

- Houston toad;
- Survey and Monitoring Guidelines for the Houston toad;
- Habitat and land conservation techniques;
- Wildlife Management Plans;
- Personal computer skills and software;
- Proper English usage, spelling, grammar, and punctuations;
- Standard office policies, procedures, and equipment.

#### **Ability to:**

- Function independently, exercise good judgment, manage multiple projects, and meet deadlines;
- Perform multiple tasks simultaneously in a timely manner;
- Be detail oriented and have strong communication, interpersonal problem solving, analytical, organization, conflict resolution, and stress tolerance skills;
- Conduct business with the public in a professional, courteous manner;
- Establish and maintain effective working relationships with those contacted in the course of the job;
- Operate equipment, required to perform essential job function
- Ability to walk and hike through rough terrain.
- Ability to work in temperature extremes or incremental weather.
- Ability to drive a vehicle on uneven or rough terrain when needed.
- Work independently in the absence of supervision;
- Work in a safety-conscious environment and follow and promote good safety practices;
- Handle exposure to potential hostile individuals;
- Maintain confidentiality of information encountered in work activities at all times.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Maintain effective audio-visual discrimination and perception needed for;  
Making observations, operating assigned equipment, and communicating with others.  
Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.
- Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:  
  
Sitting or standing for long periods of time, walking, hiking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, squatting; lifting and/or carrying materials weighing up to 40 pounds, hand and eye

coordination, visual acuity, and manual dexterity necessary to operate a computer and office equipment.

- Maintain mental capacity sufficient to accomplish the performance of assigned duties and responsibilities, which may include:

Effective interaction and communication with others, prepare clear and concise reports, make sound decisions in a manner consistent with the essential job functions.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in a modern office setting. The employee will also frequently be required to work in outdoor environments, including during inclement weather; such work may expose employee to dust, dirt, fumes, temperature extremes, poisonous plants and animals, etc. Duties will often be performed outside of normal business hours.

### **EXPERIENCE, EDUCATION, and LICENSING:**

#### **Experience:**

- Minimum of one (1) year of experience in environmental/natural resources fieldwork required.
- Prior experience with Houston toad handling and surveys required.
- Knowledge of federal and state environmental regulations and guidance preferred.
- Familiarity with mapping software such as ArcGIS and GPS devices is highly desired.
- Knowledge and ability to identify sensitive plants and wildlife species in Bastrop County preferred.

#### **Education:**

Bachelor's degree in Biology, Botany, Environmental Science, Fish & Wildlife Science, Ecology, or related field preferred.

#### **Licensing:**

Applicant should be in possession of, or be able to obtain, a valid USFW Federal Fish and Wildlife Permit as well as a TPWD permit authorizing capture and transport of Houston toads.

Possession of a valid Texas Driver's license.

#### **SELECTION GUIDELINES:**

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

\*\*\* This position is subject to reasonable suspicion and/or post-accident testing for drugs and alcohol. \*\*\*  
This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.