

Job Posting
Assistant Station Manager
(Full Time Casual Term Position)

Posting Date: February 16, 2024

Jokers Hill Estates is seeking an Assistant Station Manager to work at the Koffler Scientific Reserve for the 2024 field season.

The Koffler Scientific Reserve (<https://ksr.utoronto.ca/>) is an internationally recognized site for cutting-edge research and education in biodiversity, ecology, evolution and conservation biology. It is located on the Oak Ridges Moraine in King Township, north of Toronto. Housing may be made available on the reserve.

Your Opportunity:

The Assistant Station Manager will work under the KSR Station Manager, Director, and Business Officer to: 1) perform routine maintenance of housing, laboratories, grounds, roads, and storage facilities, 2) lend general research support services including GPS mapping, meteorological monitoring and data entry, and 3) helping organize housing for visiting students and researchers. This individual will support and be guided by both the Station Manager and/or the KSR Business Officer during the course of the day to complete the expected duties.

Expected Start and End Dates: March 18, 2024 to September 27, 2024

Note: Dates may be flexible for the successful candidate

Weekly Hours of Work: 40 hours per week; weekend and evening work may be required depending on courses and other scheduled events

Hourly Rate of Pay: \$24.32 + 4% vacation pay

Qualifications:

- Some experience in field research or similar working environment
- Excellent communication skills; written and verbal
- Ability to operate and maintain landscaping machinery and tools (e.g. lawnmowers, tillers, all-terrain vehicles)
- A Valid class "G" driver's license
- Understand the risks posed by working outdoors (e.g. uneven terrain, gravel roads, wildlife, insects such as bees, dehydration, weather conditions)

- Basic knowledge of safety protocols related to outdoor work and working with machinery
- Ability to perform routine physical tasks involved in field station operations
- Strong work ethic and initiative with a “can do” attitude
- Demonstrated ability to work both independently and as part of a team
- Ability to work variable hours
- Commitment to and understanding of academic research practices
- Proven ability to deal with sensitive and confidential issues
- Strong judgement
- Knowledge of safety protocols and relevant health and safety legislation
- Ability to work in or around inclement weather as necessary

Application Instructions:

All interested applicants must submit a copy of your resume and a brief cover letter stating your background and interest in the position.

Applications must be submitted to Radana Molnarova, KSR Station Manager via email to ksr.manager@utoronto.ca. The email subject should read “Assistant Station Manager Application”.

Posting Closing Date: March 1, 2024

This position will remain open until filled, however we will begin to review applications after March 1, 2024.