



Feather River Land Trust  
Northern Region Seasonal Land Steward

Approved by Shelton Douthit, Executive Director on February 15, 2021

**Land Stewardship Program:** FRLT's Land Stewardship Program entails the management, monitoring, and restoration of lands and waters that FRLT has protected. The land stewardship program works on our conserved lands to maintain, restore, and enhance land health and other publicly important conservation values like historic buildings and cultural resources.

Northern Region Seasonal Land Steward-Job Description

The Northern Region Seasonal Land Steward works directly with and is supervised by the North Region Manager to implement land stewardship activities within the Northern Region (American Valley, Indian Valley, Genesee Valley, Lake Almanor Basin, Mountain Meadows Region) to ensure the conservation of Preserves (Leonhardt Ranch Learning Landscape, Heart K Ranch, Olsen Barn Meadow and the Mountain Meadows Gateway Property) and other protected lands.

a. **Mileage:** Mileage will be paid for use of personal vehicle for job related activities. For the North Region the reporting location will be considered the Heart K Ranch, in Genesee Valley. Travel from your home to Heart K Ranch will not be covered. Travel while on duty from Heart K to FRLT prospects/properties in the Quincy/Chester/Westwood regions will be covered.

b. **Hours of Service:** Summer seasonal position will be expected to be available to work on weekdays with some weekends on an as-needed basis. Generally, the seasonal staff person will not be expected to work over 40 hours per week.

**Task 1—Land stewardship activities to be performed include:**

- a. Vegetation management on preserves
- b. Assisting with livestock operations
- c. Patrolling properties, filling out patrol logs
- d. General clean up on all preserves
- e. Building new fences and infrastructure
- f. Inspecting, maintaining and cleaning inside and outside of structures

- g. Making notes of observed public uses and issues on preserves
- h. Removal of trip and fall hazards including antiquated range fences
- i. Assist with monitoring of conservation easements
- a. Use of GPS and digital camera, processing of data
- b. Respond to Incidents involving FRLT lands during regular business hours or after hours and on weekends.

**Task 2—Seasonal Land Stewards may also be asked to assist with planned FRLT events:**

- 1. Act as a support person for planned events in the entire watershed, and
- 2. Assist with land stewardship events on PG&E lands with local youth.

**Start Date:** TBD  
**Job Title:** Seasonal Land Steward  
**Employer Name:** Feather River Land Trust  
**Employer Address:** 75 Court Street  
 Quincy, CA 95971  
**Employer Phone:** (530) 283-5758  
**Primary Work Site Location:** Heart K Ranch and North Region

**Job Classification:** Seasonal/Temporary (Full-time during the months of June-September, part-time during the Winter months); Non-Exempt;/ At-Will, as described below.

**Seasonal Temporary Employment:** The employee hired as the Seasonal Land Steward position is expected to provide continuous service and regularly work at least 40 hours per week during the Summer Season. Because you are hired for a specific and limited time period, you are considered to be a temporary employee. Temporary Employees are eligible only for legally mandated benefits (e.g. Workman’s Compensation and California Disability Insurance).

**Non-Exempt:** Employees whose positions do not meet certain legal requirements necessary for exemption from applicable overtime laws are classified "Non-exempt". The Seasonal Land Steward is classified as “Non-exempt”. Non-exempt employees are entitled to overtime rates for each hour of daily or weekly overtime work. No overtime work is permitted unless approved in advance by the employee’s Manager. Federal or state wage and hour laws govern the overtime rates.

**At-Will:** *Employment with FRLT is for an unspecified term and is based upon mutual consent and may be terminated at will by either party. Therefore, employment and compensation may be terminated by FRLT or employee “at will” at any time, for any or for no reason, with or without cause or prior notice. Additionally, I understand and agree that the at-will nature of employment relationship with FRLT means that the terms of employment at FRLT, including but not limited to, promotion, demotion, discipline, transfers, layoff, compensation, benefits, job duties and responsibilities, hours and schedules, work assignments, and location of work, may be changed by FRLT at any time, with or without notice, and for any or for no reason. Although other terms or conditions of employment may change, this at-will aspect of my*

employment relationship will remain in effect throughout my employment with FRLT, unless there is a written agreement to the contrary.

**Rate of Pay:** \$20.00 per hour

**Overtime:**

1. Time-and-one-half the regular rate of pay for hours worked that are:
  - a. Over 8-hours in a day
  - b. Over 40-hours in a single work week (12:00 a.m. on Saturday and ends at 11:59 midnight on the following Friday.)
  - c. The first 8-hours of work on the 7th consecutive day in a workweek
2. Double the regular rate of pay for all hours worked in excess of:
  - a. 12-hours in a single workday (12:00 am to 11:59 pm)
  - b. Over 8-hours of work on the 7th consecutive day of work in a single work week

**Pay Day:** 15<sup>th</sup> and 30<sup>th</sup>/31<sup>st</sup> of the month. If payday fall on the weekend or a holiday, checks will be distributed on the day before.

**Supervisor:** Nils Lunder, North Regional Manager

**Workers' Compensation Insurance Carrier Information:**  
Federal Insurance Company

**Employee Acknowledgement:**

I acknowledge receipt of this Job Description and understand the duties of this position and the specific tasks outlined in this document. I also acknowledge that FRLT has an Employee Manual that establishes core standards for conduct and outlines policies and procedures associated with employment.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date