

## **BRAYS ISLAND PLANTATION JOB DESCRIPTION**

**JOB TITLE:** Director of Wildlife Management (Full-Time)

**DEPARTMENT:** Hunt

**REPORTS TO:** Executive Director of Performance Sports

**EXEMPT/NON-EXEMPT:** Exempt

**SUPERVISES EMPLOYEES:** Yes

**FUNCTION:** The Director of Wildlife Management is responsible for all hunting activities, game bird management, kennel operations, game processing, hunt areas and their respective maintenance, activities, and functions. Ensures all programs and services are fulfilled in a safe and consistent manner that aligns with the goals, quality standards, and objectives of Brays Island Plantation.

### **DUTIES & RESPONSIBILITIES:**

1. Responsible for the hiring, discipline, training, performance reviews and supervision of all hunting and kennel operations.
2. Prepares for and provides deer, quail and other upland bird, turkey, and any other hunts or hunting activities for owners and guests during appropriate seasons, ensuring all safety measures, state, and federal laws are adhered to.
3. Ensures proper habitat management for all hunting activities.
4. Land management and stewardship responsibilities to include general maintenance, mowing, trimming, burning, planting, and oversight consistent with the standards of Brays Island Plantation.
5. Maintains all wildlife records required by Brays Island, local, state, and federal agencies.
6. Develops annual expense and capital budgets, oversees departmental projects, and meets fiscal goals for the department and/or plantation.
7. Ensures proper maintenance of all department vehicles, equipment, and facilities.
8. Maintains good relations with local community, neighboring plantations, hunt clubs and various wildlife organizations, specifically SCDNR.
9. Serves as a resource to owners for identifying expanded hunting and recreational sporting opportunities beyond the boundaries of the plantation.
10. Meets with Hunt Committee on regular basis.
11. Ensures Brays Island Operational and Owners kennels are operating efficiently and to the standards of Brays Island Plantation.
12. Oversees and maintains a working relationship (exercise/basic training) with dog trainer and all plantation dogs prior to and during quail season.
13. Plan and manage all dog evacuation and reentry for hurricanes and any other natural disasters.
14. Compliance with all local, state, federal wildlife and firearm laws.
15. Enforces firearm safety at all times.
16. Foster a "One Brays" culture that ensures alignment to values, employee engagement, owner-centricity, and resource sharing.
17. Other duties as assigned.

### **PHYSICAL REQUIREMENTS:**

1. Capable of working extended hours, to include weekends and holidays as necessary.
2. Able to see well enough to read faint or partially obscured writing or printing, with corrective lenses if needed.
3. Must also be able to use a pen or pencil to write and be able to use easily use all basic computer programs.
4. Must be able to speak English in a clear and understandable voice so that various types of communications may be conducted with people of various levels of education and capabilities.

5. Position involves climbing, sitting, standing, stooping, kneeling, pushing, shoving, lifting, carrying and moving objects that can weigh up to 75 lbs. This movement can occur throughout the day. Must be able to transport oneself around the plantation. Must be able to drive a car, and possess a valid driver's license.
5. Must be physically and intellectually capable of operating a facsimile machine, telephone and various other routine business items

**ENVIRONMENTAL REQUIREMENTS:**

1. Working environment is both indoors and outdoors. Required to perform job in all types of weather conditions. Work day will be divided in varying percentages from well-lighted, temperature-controlled work area to exposure of all types of weather elements.
2. The employee will be in the vicinity of site-specific vegetation and native species of reptiles and mammals, subjecting the employee to possible injury from contact or bites. Proper footwear, headgear, and maintenance attire should be worn for protection.
3. Must be able to work on more than one assignment at a time with frequent interruptions, changes and delays. Must be able to remain focused and work effectively, efficiently, and cheerfully under such circumstances. For safety reasons, employee must remain alert to working conditions and aware of safety, health, and environmental concerns.
4. Must be able to work effectively and cheerfully in an environment, which may be stressful due to adversarial situations resulting from the proper performance of duties.

**MINIMUM QUALIFICATIONS:**

- Education: High school graduate. Degree in wildlife management or related field highly preferred.
- Knowledge: Prior knowledge of managing hunting and farming operations. High knowledge of firearm safety. Basic knowledge of first aid. Understanding of dog training and care requirements.
- Skills: Highly effective interpersonal skills, problem solving abilities and advanced communication skills a plus.
- Experience: Minimum of 5 years as manager of hunting operation.
- Personality: Must be able to effectively interact with all types of individuals, be mentally alert, detail oriented with good reasoning skills.

**This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change; e.g., emergencies, rush jobs, changes in personnel, workload, technological developments, etc.**