

BREMER COUNTY
EMPLOYEE JOB DESCRIPTION

Position: Natural Resource Technician Reports to: Director

Department: Conservation FLSA Status: Non-exempt

POSITION SUMMARY: Full time permanent position involving management and maintenance of county conservation boards areas, including parks, wildlife areas, river accesses, prairies, and other recreational areas. The job includes working with seasonal employees, area visitors, private landowners, and the general public. Must be able to perform a wide range of duties including, but not limited to: equipment, area management and development, and working within a budget. This position may involve a non-standard work week requiring some weekend, night, and holiday work schedules.

EDUCATION AND EXPERIENCE:

Bachelor's degree from an accredited college or university preferred, with major course work in natural resources, outdoor recreation, or a related natural science field; experience in natural resource, construction, maintenance, and repair work may be substituted for the course work requirement.

ESSENTIAL JOB DUTIES:

1. Responsible for maintenance of county conservation board areas, including observing facilities and areas to make sure that both are safe for the public and used in a manner consistent with board policy and county and state statutes.
2. Responsible for equipment maintenance and recordkeeping.
3. Meets regularly with the Director and coordinates all work projects and functions.
4. Maintains all certificates and licenses needed to perform the job functions.
5. Secures supplies and equipment for projects and repairs as needed, discusses purchases with Director prior to starting projects.
6. Provides supervision to seasonal employees, youths, community service workers, volunteers, and others working on conservation board areas; assures that these people understand safety policies and abide by them.
7. Maintains shop in a clean, orderly fashion, with all tools and equipment kept in proper places to assure safety at all times.
8. Perform diverse tasks associated with the development and maintenance of the county's parks, trails, and natural areas.
9. Participate in general labor tasks as assigned.
10. Perform various forestry, prairie, and natural resource management activities.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: The individual must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities. The following skills and traits are normal for this position. These are not to be construed as exclusive or all inclusive. Other skills and duties may be required as assigned.

1. Ability to work alone without supervision, as well as work with a group on a project.
2. Principles and practices of park management and related subjects.
3. Basic field identification of native plants and animals common to Bremer County and Iowa.
4. Ability to assure records, reports, and daily reporting requirements are complete.
5. Natural resource management including fisheries, wildlife, forestry, and prairies.
6. Ability to communicate with people to convey or exchange information in a courteous and professional manner.
7. Ability to interact with and establish effective working relationships with assigned staff, coworkers, Director, other agencies and the public.
8. Ability to communicate accurately in writing and perform basic math.
9. Ability to drive to various locations assigned utilizing agency vehicle.
10. Ability to organize, prioritize, schedule, and assign other projects to assure completion.
11. Ability to work out of doors in adverse conditions.
12. General knowledge of all types of equipment operation and maintenance, including vehicles, tractors, mowers, small engines, chain saws, trimmers, water pumps, pressure washers, and hand tools.
13. General knowledge of forestry practices, including timber identification and management, tree planting, wood cutting, pruning, and timber sales.
14. Repair and maintain park structures and grounds.
15. Plant and maintain trees, shrubs, and native grasses through drilling, planting, broadcasting, mowing, burning, and spraying herbicide.

PHYSICAL REQUIRMENTS:

1. Have clarity of speech, hearing, and writing which permits effective communication.
2. Stand, sit, climb, balance, stoop, kneel, squat, bend, twist, reach, and crawl.
3. Occasionally lift, carry, push and/or pull up to 75-100 pounds.
4. Have sufficient personal mobility to complete field work at various county facilities and worksites.

WORK ENVIRONMENT:

Works in a variety of environments including, but not limited to, offices, maintenance shops, and recreational facilities. May experience interruptions from telephone calls or people needing information and attention. Works independently to complete many tasks.

1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with Bremer County.
3. Job descriptions in no way state or imply that the description includes every duty to any job-related instruction and to perform any job-related duties requested by the Director.
4. Bremer County reserves the right to change or reassign job duties or combine positions at any time.
5. This document does not create an employment contract, implied otherwise, other than "at will" employment relationship.

Starting Salary: \$15.00/hour, plus a generous county benefit package. Successful candidate will be required to pass a post-offer physical exam and background check.