

## BUCHANAN COUNTY

**Position:** Seasonal Conservation Technician Intern

**Supervises:** None

**Department:** Conservation

**Gives work direction to:** None

**FLSA Status:** Non-Exempt – Non Bargaining Unit

**Reports to:** Executive Director or designee

**Revision date:** January 26, 2017

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### POSITION SUMMARY

At will position approved by the Conservation Board. Under general supervision of the Executive Director or his designee, assists in implementing management techniques and park maintenance activities at various Conservation Board properties, and participates in various wildlife habitat, development, and related Conservation Board functions.

### ESSENTIAL JOB DUTIES

- Conducts ground preparation and planting, work for grass, forb, and tree plantings, including application of herbicides, operation of planters and seed drills, and mowing.
- Operates and maintains various machinery and equipment including **but not limited to:** trucks, tractors, augers, tree planters, tree trimmers, chain saws, boats, motors, sprayers, and various tools, and equipment used in the maintenance/repair of facilities and premises, including exhibits, grounds, signs, playgrounds, fences, roads, sidewalks, and buildings.
- Conducts general park maintenance; including, **but not limited to:** tree and brush trimming/removal, mowing, sidewalk and building construction, garbage removal, fence construction, and caring for animals in the live animal displays including cleaning of animal pens.
- Responds to the citizens of Buchanan County as a conservation resource technician and in maintaining grounds, and answers nuisance calls.
- Assists park ranger staff, but does not engage in direct law enforcement. Performs special jobs that are assigned by the Executive Director or designee.
- The individual in this position will occasionally be turning, bending, and twisting body, walking on uneven ground, and pushing, pulling, and lifting up to sixty-five (65) pounds.
- Must maintain a valid State of Iowa Driver's license and be insurable under the County's guidelines, as operating a vehicle is required for travel between park locations.

### INCIDENTAL JOB DUTIES

- Any other duties as assigned or required by the Executive Director.

### 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 skill and abilities.

- Ability to use and perform minor maintenance of trucks, tractors, augers, tree planters, tree trimmers, chain saws, boats, motors, sprayers, and various power tools.
- Ability to comprehend and apply skills in the operation, maintenance, and repair of equipment, machines, and tools.
- Ability to work outdoors in all types of weather conditions, day or night, in normal and emergency situations to ensure proper completion of maintenance activities.
- Ability to read and interpret written information contained in manuals and other references related to construction and maintenance of grounds, facilities, and equipment.
- Ability to interact positively with park visitors; including **but not limited to:** hunters, anglers, campers, picnickers, and hikers, fellow employees, board members, and the Executive Director.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED (Continued)**

- Knowledge of basic natural resource management techniques, or ability to quickly learn, including, **but not limited to:** prescribed burning, tree felling, and application of herbicides.

### **ENTRY REQUIREMENTS**

**Education/Training:** High school diploma or GED; some post-secondary education is preferred.

**Work Experience:**

None required, but experience using common farm and landscaping tools and machinery is preferred.

**Required licenses, registrations and certifications:** Possession of a valid State of Iowa Driver's license.

**Required post-offer physical examinations:** Must meet all requirements as outlined in the employee handbook.

**Residency requirement:** None.

**Other testing required:** None.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing the duties of this job, the employee is frequently required to walk; run, climb; sit; stand for extended time periods; turn; twist body; bend; crawl; use hand to finger manual dexterity, handle, or feel objects, tools or controls; reach with hands and arms; balance; stoop; talk and hear. The employee is occasionally required to push/pull or lift up to sixty-five (65) pounds.
- Specific vision abilities required by the job include near vision, far vision, depth perception, color vision, peripheral vision, and the ability to adjust focus.
- *Work Environment:* Environments can vary, work is primarily performed outdoors so the employee is exposed to weather conditions prevalent at the time, which may include exposure to hazards associated with equipment, machinery, and ungraded terrain, or elements such as mosquitoes, ticks, and various plants, pollens, and fungi. The noise level in the work environment is usually moderate to high.

### **HOURS OF WORK**

This is a seasonal position that generally will work forty (40) hours per week during a seven day period for which the customary annual employment is six (6) months or less. May be required to work additional hours or to change hours with minimal notice because of operational needs.

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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 the County.
  3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by their supervisor.
  4. The Conservation Board reserves the right to change or reassign job duties or combine positions at any time.

5. Buchanan County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the employer.

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Executive Director Signature

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Date

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Employee Signature

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Date