

**JASPER COUNTY CONSERVATION  
JOB DESCRIPTION  
MAINTENANCE TECHNICIAN / PARK OFFICER**

**PURPOSE OF POSITION**

Under general direction, manages designated parks and public access areas; provides for the security of facilities and premises of the County Conservation Board; enforces Board policies and rules; performs ongoing maintenance/repair of equipment, premises, buildings, parks and public access areas; operates and maintains equipment, machinery and tools used in various maintenance and repair functions; participates in forestry management and prairie restoration; prepares food plot areas to provide food and cover for wildlife. This position will be stationed at Mariposa Park for daily work, but work in all parks and conservation areas will be required as needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

Patrol designated land areas and facilities to ensure that facilities and property are used consistent with Board policies, rules, regulations, and State statutes; provides general information to the public concerning their use.

Oversees hunting and fishing areas to verify hunters and fishermen have proper licenses and follow established rules regarding carrying or firearms, size limits, methods used to take game, notifies proper authorities when needed.

Operates and maintains machinery, tools and equipment used in the maintenance/repair of facilities and premises including, grounds, signs, repair of floors, windows, roofs, picnic tables, roads, trails, fences and related structures; garbage and trash removal, mowing, tree trimming, and related functions; removes snow from parking lot and public access areas.

Plants trees and shrubs; sprays and removes unwanted brush and trees; ensures improved timber stands through prevention and eradication of diseases and related forestry management projects relating to soil erosion, flood control, insect and pest control, trails, roads, etc.

Participates in restoration of prairies by torching and raking burned areas, applying water to control burning; prepares food plot areas to provide food and cover for wildlife.

Provides supervision and coordination to part-time workers.

Organizes and prepares daily reports, documents and correspondence; completes paperwork, forms, work orders and related operational documents and onsite camping and cabin reservations.

Cleans and maintains restrooms, shower houses and cabins located on-site. Cabin cleaning required after each stay.

Performs basic park patrol duties and assists naturalist with educational programming as needed.

Assists in instructing Hunter Safety classes as scheduled; performs special jobs that are assigned by the Executive Director.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

Degree in Natural Resources field preferred but not required. Experience in such areas as forestry, parks management, recreation, building, automotive, construction or maintenance trades or similar program areas helpful. Candidate must possess a valid driver's license with a satisfactory driving record. Must possess or be able to obtain CDL and Pesticide Applicators certification. Must also be certified or willing to become certified in Wildland Firefighter Training and Hunter Education.

## **MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

### **Physical Requirements**

Considerable field work involving the use and maintenance of trucks, tractors, mowers, augers, tree planters, trailers, tree trimmers, chain saws, motors, sprayers, various power saws, and power painting equipment. Lifting, carrying heavy objects weighing up to 50 pounds is required. Climbing, balancing, stooping, kneeling, crouching, and crawling are regular requirements of the job. Regularly uses a variety of hand and power tools in various trades functions required to maintain facilities. Requires regular movements of fingers and hands in grasping objects, use of feet/legs in various operations; movement of arms/torso in driving and operating various equipment.

### **Cognitive Demands**

Applies knowledge of state and county codes and ordinances and board policies to situations encountered in work. Ability to operate standard office equipment including computer literacy. Skill in the operation of vehicles, equipment machinery and tools used in maintenance and repair tasks. Capacity to utilize a variety of written data as contained in manuals and other references relating to the construction and/or maintenance of playground facilities, turf management, equipment manuals, etc. Requires the ability to interpret plans and specifications and prepare and write ground applications.

### **Language Ability & Interpersonal Communication**

Knowledge of the principles and practices of effective program supervision. Applies knowledge of relevant statutes and board policies to situations encountered in work. Ability to interact effectively with the general public, part-time employees, governmental officials, landowners and farmers.

### **Environmental Adaptability**

Required to respond to problem situations encountered by the public including emergency medical treatment, assisting law enforcement personnel in search and rescue activities, assisting campers and cabin users etc.

Regular exposure to temperature extremes according to the season of year. Regular exposure to occupational hazards involved in operating a variety of mechanical equipment, hand and power tools in various maintenance/repair functions, dust, toxic agents, smoke, fire, odors, etc.

**Salary Range:** \$22.03-\$34.57 per hour dependent upon experience, qualifications, and certifications

Jasper County is an Equal Employment Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and position incumbents to discuss potential accommodations with the Employer.