



GEAUGA PARK DISTRICT
Position Description

**POSITION TITLE: *NATURAL RESOURCE
MANAGEMENT SEASONAL***

Name: *TBD*
Positions Available: 2
Division: Planning & Operations
Department: Natural Resource Management
Supervisor: Park Biologist
FLSA Status: Non-Exempt
Employment Status: Full-Time Seasonal
(40 Hours per Week)
At-Will Employment

SUMMARY:

An employee in this position will assist the Natural Resource Management Department with tasks and goals associated with department and agency productivity.

POSITION REQUIREMENTS:

This position minimally requires the following:

EDUCATION AND/OR EXPERIENCE:

Education beyond high school, with course work in natural resource management, ecology, natural history, biology or other natural sciences. Prior related experience helpful. Ability to operate Park District equipment, including vehicles, tractors, mowers, watercraft, and chainsaws. Proof of certifications, are required to operate certain equipment. GPS and GIS experience helpful.

CERTIFICATES OR LICENSES:

Must possess a valid Ohio Driver's License and a good driving record. Must obtain and/or be able to maintain Park District approved first aid and CPR certifications. Various certificates may be required: Department of Agriculture-Public Operation License, herbicide and pesticide applicator's certification.

REQUIRED TRAINING:

All Geauga County Park District employees shall be required to complete and maintain all general mandatory training. These may include, but are not limited to, emergency communication, hazardous materials, personal protective equipment, sexual harassment, violence in the workplace and fire prevention.

OTHER:

A pre-employment Background Check and Drug Test are required. Must be able to work under adverse weather conditions and to follow an irregular schedule. Must be able to perform heavy physical labor. Required to be able to work independently and as a team member of a work crew.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs the necessary labor to control and manage non-native/invasive vegetation.
- Assists with the maintenance and creation of habitat to meet fish & wildlife management objectives.
- Assists with flora and fauna inventory and survey work.
- Assists with wetland and stream assessments and survey work.
- Constructs, installs, and maintains wildlife structures.
- Implements erosion control measures.
- Uses hand tools, sprayers, chainsaws, tractors, mowers, and other equipment, as required.
- Cleans and conducts routine maintenance of equipment and facilities.
- Removes debris and trash from park properties to restore natural areas
- Assists with timber stand improvement projects, including sugar bush management.
- Monitors and marks park boundaries utilizing GPS &GIS.
- Monitors park properties to ensure environmental integrity and reports environmental impacts.
- Inventories park natural features including geological, botanical, and wildlife components.
- Coordinates volunteer efforts on behalf of the department.
- Assists with data collection to facilitate research and management objectives.
- Assists with public education programs revolving around conservation, land stewardship, and environmental restoration.
- May plant woody and herbaceous plants and seeds.
- May assist with landscape projects.
- Assists other Geauga Park District departments with duties and tasks, as assigned.

SUPERVISORY RESPONSIBILITIES:

This role has no supervisory duties. May oversee/work with volunteers.

QUALIFICATION REQUIREMENTS:

To perform this job satisfactorily, the employee must be able to perform each essential duty satisfactorily. The requirements and duties listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made for individuals with disabilities.

COMPUTER EXPERTISE REQUIRED / EQUIPMENT OPERATED:

Ability to compose routine letters, memos and similar correspondence using word processing, spreadsheets and data processing. Must be able to use Agency software related to position.

The following are examples only of equipment routinely used and are not intended to be all inclusive:

Must be able to operate computers, printers, typewriters, copy machine, fax machine, telephone, and other general office equipment.

ADDITIONAL INFORMATION:

This position requires the employee to drive motor vehicles, trucks, tractors, mowers and other equipment. Must comply with all safety and health procedures.

KNOWLEDGE:

- Knowledge of issues and concepts in conservation and preservation of natural resources, local, state, and federal laws, rules and regulations governing the operations of a park district, including environmental rules and regulations, conservation programs, EPA (can remove, covered under state/federal rules/regulations).
- Must have knowledge of the agency's goals and objectives as demonstrated in management strategies and plans for the Geauga Park District's natural resources.
- Knowledge of systems inventory and classification.
- Knowledge of Park District's mission and goals.

SKILLS:

- Skilled with good organizational skills.
- Skilled at routine land management equipment maintenance.
- Skilled in working independently and has self-direction.

ABILITIES:

- Ability to follow written and oral instructions.
- Ability to communicate effectively orally and in writing.
- Ability to use required equipment, vehicles and tools.
- Ability to work effectively and cooperatively with staff, the public and co-workers, with diplomacy and tact.
- Ability to provide accurate and complete reports in a timely manner.
- Ability to solve routine and complex problems.
- Ability to make appropriate decisions and handle stressful situations.
- Ability to gather, sort, collate, analyze data and report findings.

PHYSICAL DEMANDS:

The physical demands 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.

In order to perform required physical duties of retrieving items/equipment/tools stored on shelves; and to carry, move or lift equipment, materials and other work related objects; as well as prepare exhibits and displays: The employee must be able to stand, walk, sit, talk or hear, use hands to finger, handle or feel, climb or balance, stoop, kneel, crouch or crawl and reach with hands and arms; routinely required to lift up to 25 pounds and may occasionally be required to lift up to 50 pounds; and is required to be able to use close vision and adjust visual focus. Physical activities in Natural Resource Management duties require the ability to lift up to 100 pounds, use and operate Park District vehicles and safely operate specialized equipment and tools.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals to perform the essential functions.

This employee normally works in the field as well as an office environment.

POTENTIAL HAZARDS:

The employee may be exposed to chemicals routinely found in office environments, such as copier toner and correction fluid. May be exposed to herbicide and pesticide chemicals. May be exposed to hazards associated with the operations of power tools and vehicles. May be exposed to adverse weather conditions.

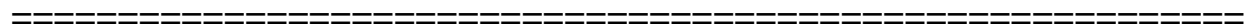
GENERAL EXPECTATIONS:

The employee must have a commitment and sensitivity to the needs of the Park District and its constituents, as well as possess and demonstrate an appreciation of Park District philosophy and objectives.

The employee is responsible to maintain confidentiality; to follow the chain of command; to work cooperatively and effectively with members of the public, other employees, related public agency staff, community businesses and service providers; to produce accurate and timely record keeping and reports as required by the position; may be responsible to drive motor vehicles with a valid Ohio Driver’s License as required by the position; and may be required to travel, within and/or beyond the county. Responsible to attend meetings, in services and training programs related to the position held. Responsible to obtain and/or maintain valid certification, licensure or registrations as required by the position to maintain employment. Demonstrates regular and predictable attendance.

AT-WILL EMPLOYMENT:

Geauga Park District (GPD) is an “at-will” employer. This means that GPD may terminate Employee’s employment at any time, with or without cause, and that Employee may terminate Employee’s employment at any time, with or without cause. GPD makes no promise that Employee’s employment will continue for a set period of time, nor is there any promise that it will be terminated only under particular circumstances. No raise or bonus, if any, shall alter Employee’s status as an “at-will” employee or create any implied contract of employment. Discussion of possible or potential benefits in future years is not an expression or implied promise of continued employment.



*An Equal Opportunity Employer
And Service Provider*

This position description in no manner states or implies that these are the only duties and responsibilities to be performed. My signature below signifies that I have reviewed my position description and that I am aware of the contents and requirements of my position.

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____