



## GEAUGA COUNTY PARK DISTRICT Position Description

### POSITION TITLE: LAND STEWARD

Employee Name:  
Division: Planning & Operations  
Department: Natural Resource Management  
Supervisor: Park Biologist  
FLSA Status: Non-Exempt  
Employment Status: Full-Time  
At-Will Employment

#### **SUMMARY:**

Under the supervision of the Park Biologist, the Full-Time Land Steward is responsible for the development of land management strategies and plans for Geauga Park District's natural resources and to perform the labor necessary for implementation.

#### **POSITION REQUIREMENTS:** *this position minimally requires the following:*

#### **EDUCATION AND/OR EXPERIENCE:**

Bachelor Degree in Natural Resource Management or other related field required. Can also have an Associates Degree, combined with three years field experience. GIS and GPS background 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: Ohio Department of Agriculture's commercial pesticide applicators license and others as needed.

**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. Knowledge of equipment operation including tractors, chainsaws, various hand tools and survey equipment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *includes the following. Other related duties may be assigned.*

- Develop, prioritize and implement invasive plant management and habitat restoration projects on Park lands.
- Monitor critical habitats including flora and fauna and develop strategies for management
- Assist with fish and wildlife management projects.
- Consult with GPD staff, outside agencies, committees, and the public on a variety of natural resource management issues.
- Assist with natural resource management and land stewardship educational programming.
- Develop written plans and comprehensive reports on stewardship projects.
- Competent in the use of GIS technology to map and track natural resource data
- Develop and/or assist with natural resource related projects including stream restoration, wetland creation/restoration.
- Perform routine maintenance on land management equipment.
- Perform habitat manipulation and control invasive species by the use of mechanical equipment, chemical application and prescribed fire.
- May develop estimates to facilitate budget preparation.
- Mark park boundary lines per established surveys, assist with new trail design/alignments and their subsequent mapping using GPS/GIS technology.
- Perform other job-related duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

This position will supervise seasonal workers, interns and oversee 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, copy machine, fax machine, telephone, and other general office equipment.

Must be able to safely operate small machines, power tools, chainsaws and other power equipment as required.

Must be able to operate survey equipment. (Helpful but not necessary), GPS/GIS more desirable.

**ADDITIONAL INFORMATION:**

This position requires the employee to drive motor vehicles, trucks (with & without trailers), 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, 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.

### **SKILLS:**

Must possess good organizational skills. Must be highly skilled in the identification of flora and fauna native to Ohio. Must be highly skilled at the use of land management techniques including chemical and physical manipulations, and pest control. Must be skilled at routine land management equipment maintenance. Must work independently and with self-direction. Must be able to adjust and/or change priorities as they are presented.

### **ABILITIES:**

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 construct plans and make appropriate recommendations for decision making. Must be able to provide accurate and complete reports in a timely manner. Ability to communicate effectively orally and in writing. Must be able to solve routine and complex problems. Must be able 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.*

Able to perform required physical duties of working at a computer to input data and produce written reports; answer the phone; retrieve items stored on shelves; carry, move or lift equipment, tools and supplies; work with detailed documents and printed forms, 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 lifts up to 50 pounds and may occasionally be required to lift up to 100 pounds; and is required to be able to use close vision and adjust visual focus. Physical activities in land steward duties require the ability to lift up to 100 pounds, use and operate Park District vehicles and safely operate specialized equipment and tools. Must be comfortable working in remote locations and under inclement weather conditions.

**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 and lab 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 and working in remote locations.

### **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.

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**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: \_\_\_\_\_

***An Equal Opportunity Employer  
And Service Provider***