



Calhoun County Conservation Park Ranger/Naturalist

Calhoun County Conservation Board is seeking a **Full-Time Conservation Park Ranger/Naturalist**.

Job duties include:

- Develop and present environmental education to youth and adult groups.
- Assist with the improvement of wildlife habitat.
- Patrol parks and conduct regular inspections, samples, and documentation.
- Perform conservation work and maintenance throughout county conservation areas.
- Must be willing to travel and work evenings, weekends and holidays as required.

Requirements include:

- Bachelor's degree in natural resources, environmental education, outdoor recreation, or a related natural science and/or two (2) years of relevant work experience.
- Intermediate computer and Microsoft Office skills.
- Preferred candidate will possess an Iowa Law Enforcement Certificate.
- Background check, pre-employment screening and drug test required.
- Negotiable salary with full benefits package.

Application and job description available at:

- In person: Calhoun County Conservation, 1228 High Street, Rockwell City, Iowa 50579
- By phone or email request: phone 712-297-7131 or email conservation@calhouncountyiowa.com.
- By website: www.calhouncountyiowa.com or www.mycountyparks.com.

Please send resume, cover letter, and at least 3 professional references to the address/email listed above by Friday, September 20, 2019, for consideration.

Calhoun County Conservation is an Equal Opportunity Employer



Calhoun County Conservation Park Ranger/Naturalist

Reports to: Conservation Director

Department: Conservation

Position Type: Full-Time

Date:

POSITION SUMMARY

This position will perform the duties of a Conservation Officer and a Naturalist. Under general direction of the Director plans, develops, manages, and presents environmental education programs within the county to inform citizens, public and groups, and students in county schools. Regular upkeep and routine maintenance of all park facilities such as, electric campsites and hookups, bathrooms, tables, fire pits, beaches, playgrounds, garbage, waste removal, mowing, trimming, landscaping, tree planting, removal, and trimming. Regular inspections, samples, and documentation. Patrols parks and able to work nights, weekends, and holidays to ensure the CCCB Rules and Regulations are upheld. Assists with the improvement of wildlife habitat by performing prescribed burns, planting native grasses, trees, shrubs, constructing or restoring wetlands and ponds, and performs related work as required. Plans, develops, coordinates and presents environmental education and interpretive programs for schools, youth and adult groups, and the general public in order to educate the public on the importance of the environment and encourage their participation in public goals and objectives.

ESSENTIAL FUNCTIONS

- Must be able to lift 50-100 pounds.
- Must be able to climb, stoop, kneel, bend, crouch, crawl, and reach (horizontal or vertical).
- Must be able to walk up to 2-3 miles daily across uneven terrain.
- Must be able to stand, walk, and/or sit for periods of time up to four hours without breaks.
- Must have manual, finger dexterity in using various hand/power tools used in grounds, equipment, and premise maintenance.
- Must be able to safely operate machinery, equipment, and other motor vehicles.
- Must be able to read, speak (clearly and distinctly), and understand the English language.
- Must be able to withstand adverse environmental conditions such as heat, cold, rain, and undesirable elements such as water, high noise levels, odors, fumes, smoke, dust, bugs, rodents, snakes, and chemicals.

Duties: 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 when deemed consistent with the purpose of the position.

- Works closely with and under the direction of the Director to perform environmental education functions of the Board.
- Identifies target groups within the county who are receptive to various environmental education projects; designs specific programs which are compatible with the public's needs and consistent with departmental goals and objectives.
- Maintains environmental education materials and wellbeing of educational animals.
- Researches information from other sources and networks with other county and state agencies to make information and opportunities available through newsletters, news releases and group meetings.
- Teaches and arranges programs and evaluates effectiveness of training given by monitoring results and consulting with teachers, students, school officials, and other partners.
- Prepares media releases and newsletters concerning environmental education programming and newsworthy items.
- Reads relevant publications, attends conferences and workshops to acquire information which will assist in the development of educational programs for which there is a need.
- Supervises seasonal staff, interns and volunteers as needed.
- Patrols designated land areas and facilities to ensure that facilities and property are used consistent with Board policies, rules and regulations and State statutes and enforces the same.
- Provides a safe environment for park users and administers first aid in case of accidents.
- Communicates with and assists law enforcement and emergency personnel as needed while patrolling or working on county conservation facilities.
- Performs maintenance/repair duties as assigned on all facilities and premises under the management of the Calhoun County Conservation Board.
- Maintains and operates machinery, tools, and equipment used in the maintenance/repair of facilities and premises. This work includes exhibits, grounds, signs, turf management, tree trimming, constructions and maintenance of sidewalks, playgrounds, fences, roads, buildings, garbage removal, janitorial duties and related functions, nuisance calls, wildlife damage, and related program activity, applies herbicides, pesticides and other chemicals.
- Participates in natural resource management including habitat establishment and maintenance on public and private lands, general forestry practices (tree planting, weed control, pruning, culling, tree identification), planting food plots, prescribed burns, constructing and maintaining nesting structures, fisheries monitoring, and construction of fish habitat.

ENVIRONMENTAL ADAPTABILITY

- Required to respond to problem situations encountered by the public, day or night, while on duty or on call, and provide assistance appropriate to the level of training received. This may include, but not limited to, providing medical assistance, communicating with and/or assisting law enforcement and emergency personnel including search and rescue activities, assisting users of facilities during inclement weather, etc.
- Able to tolerate regular exposure to temperature extremes according to the season of the year; ability to tolerate exposure to occupational hazards such as water, high noise levels, odors, dust, pollen, fumes, smoke, chemicals and assorted wildlife.

KNOWLEDGE, ABILITIES, SKILLS, AND PERSONAL CHARACTERISTICS

- Knowledge of state laws pertaining to conservation of public park facilities.
- Knowledge of methods and procedures for state and federal grant application.
- Ability to operate a computer and identified software.
- Ability to maintain working relationships with the general public and other employees.
- Knowledge of basic field identification and natural history of native plants and animals.
- Knowledge of organizations concerned with conservation, education, and natural resources.
- Knowledge of educational principles, teaching methods, learning styles, and trends.
- Knowledge of where to find resources to expand knowledge and program delivery skills.
- Ability to effectively communicate verbally and in writing to groups and individuals in both formal and non-formal educational settings and through the media.
- Ability to handle visitor complaints or emergency situations courteously and responsively and to be tolerant and respectful of differing opinions.

Minimum Education, Experience, and Special Qualifications

- College graduate from an accredited college or university with major course work in natural resources, environmental education interpretation, outdoor recreation or a related natural science or at least two (2) years of practical job-related experience in areas of expected work.
- Valid Driver's License
- Have the proper peace officer training or have the ability to qualify for, attend, and complete peace officer training through the Iowa Law Enforcement Academy, if required.
- Self-starter, disciplined with good work habits and ethic.
- Ability to work days and hours which are necessary with departmental operation schedules.
- Capacity to follow oral or written job instructions with minimal direct supervision.
- Ability to observe conditions in the field, evaluate what needs to be done, and follow through by completing the job task.

PCE (Physical Capacity Evaluation)

Determined Accepted Work Level for this Position: Heavy Work (Level 4)

- Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly.

Minimum Accepted Work Level for this Position: Medium Work (Level 3)

- Exerting 20 to 50 pounds of force occasionally, and/or up to 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly.

Anyone who scores 2.9 or above on the Physical Capacity Evaluation will be able to retake the PCE exam two (2) weeks (at a minimum) after the first exam was taken - at county expense. If the person does not score at least a 3.0 on the second exam, employment will not be offered. There will be a waiting period of at least six (6) months before re-application.

JOB TITLE: Conservation Park Ranger/Naturalist

PHYSICAL DEMANDS	RARELY	OCCASIONALLY	FREQUENTLY	CONTINUALLY
Sit				X
Stand				X
Walk				X
Bend/Stoop				X
Squat				X
Crawl				X
Climb				X
Reach Above Shoulder Level				X
Kneel				X
Balance				X
Lift, Carry, Push, Pull				
Maximum 10 Lbs.				X
Maximum 20 Lbs.				X
Maximum 50 Lbs.				X
Maximum Over 50 Lbs.		X		
Must Be Able To				
See				X
Hear		X		
Speak		X		
Use One Hand				X
Use Both Hands				X

Environmental Conditions	RARELY	OCCASIONALLY	FREQUENTLY	CONTINUALLY
Involves Being				
Inside			X	
Outside			X	
Exposed to Temperatures of				
32°F and less		X		
100°F and more		X		
Wet & Humid Conditions			X	
Noise, Vibration				X
Fumes, Dust				X
Second Hand Smoke		X		

Hazards, Exposure	RARELY	OCCASIONALLY	FREQUENTLY	CONTINUALLY
Infectious Wastes		X		
Toxic Chemicals		X		
Needles/Body Fluids		X		
Radiation	X			
Chemotherapeutics	X			
Animals/Pets			X	

Rarely = 0% to 15% of the time

Frequently = 34% to 66% of the time

Occasionally = 16% to 33% of the time

Continually = 67% to 100% of the time

Following statement to be signed following hiring.

NOTE: This position description in no way states or implies that it includes every duty to be performed by the employee occupying the positions. Employees will be required to follow any other job-related duties assigned by their Supervisor.

Marginal functions of positions that are incidental to the performance of fundamental job duties have been excluded from our position description.

All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.

Some requirements may exclude individuals who pose a threat or significant risk to the health and safety of themselves or others.

I, _____, an employee of Calhoun County, Iowa, acknowledge that I have received a copy of the job description for the position of Park Ranger/Naturalist. I attest that I can perform the essential functions required of this job and understand that I will be expected to perform the described tasks as well as any comparable tasks.

Signed this _____ day of _____, 20____

Employee: _____

Witness: _____

The Calhoun County Conservation Board is an Equal Opportunity Employer. Consistent with the provisions of the American Disabilities Act the Board will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and position incumbents to discuss potential accommodations with the Employer.

Mission Statement: The mission of Calhoun County Conservation is to enhance, promote, protect, preserve, and reclaim Calhoun County natural resources for the benefit, enjoyment, and education of all Calhoun County residents and visitors.