

## Description

### **Position: Operations Supervisor/Natural Resource Manager**

#### **Job Description**

##### 1. Definition:

Under the general supervision of the Director, provides a variety of services in the overall management of the county natural and recreation areas.

This position coordinates the daily and long-range work activities in maintenance and operations of all parks, recreation, and natural areas run by the Wapello County Conservation Board (WCCB). Main duties include regular facility, vehicle, and equipment inspections and preventative maintenance and repair. Under the supervision of the Director, this person will also assist in the management and daily job assignments of staff. Other duties include maintenance, improvement, and care of recreational areas on county park grounds, including mowing and trimming; pruning and limb removal; cleaning restrooms, rental facilities, and camping and picnic areas; trash removal; trail and sign maintenance; inspection, installation and upkeep of playground equipment; road maintenance; construction and painting projects; maintenance of natural areas in county parks, including use of prescribed burns; cutting or planting trees and shrubs; mowing or seeding prairies; applying herbicides; providing information to campers and other park visitors; collecting camping fees; selling firewood; maintaining camp amenities during busy camping days; maintaining a safe, clean work environment in the shop, parks and vehicles; maintaining positive public relations and attitude in the parks and at WCCB shop; enforces WCCB park rules and regulations; prepares and presents educational and public programming; and perform other duties as assigned.

##### **2. Duties and Responsibilities**

- a. Assisting in developing area management plans while having the expertise and knowledge to effectively implement plans. Ability to research and recommend “best management practices” dependent on existing conditions and circumstances.
- b. Developing management plans for private landowners. This may include but not limited to the following: timber management that includes conducting timber cruises and implementing timber stand improvement (TSI), shelter belt establishment, prairie restoration, wetland construction and restoration, urban habitat establishment.
- c. Participates in area maintenance work such as but not limited to: the repair of buildings, tables, fireplaces; the maintenance of developed grounds, boat docks, roads, parking lots, trails, rest rooms, porta-pots, boundary fences, and erosion control structures.
- d. Manages conservation board property according to established management plans involving the establishment of prairies, forests, wetlands and multiple-use trail system.
- e. Assists Naturalist in conducting EE programs to both school-age kids and adult groups when requested.
- f. Assists staff in preparing and presenting public programs.

- g. Write articles to submit to local and regional media sources promoting conservation programs with Wapello County Conservation Board.
- h. Routinely meet the public providing information on areas, program rules and regulations. Collects necessary fees and provides assistance and other services as required.
- i. Provides for the safety of park and area users and administers first aid in case of accidents.
- j. Work closely with local law enforcement agencies to enforce laws and regulations pertaining to the operation of county recreation areas.
- k. Responsible for maintaining area use records and preparing reports.
- l. Responsible for upkeep of existing facilities that includes routine cleaning and organization of county equipment.
- m. Operates a large variety of equipment such as trucks, tractors, skid loaders, mowers, brush cutters, chainsaws, fire-fighting equipment, and power tools.
- n. Keeps current in safety and maintenance operations through attendance at meetings, conferences, or workshops.
- o. Will act as second in chain of command during Director's long-term vacation or illness.
- p. Conducts controlled burns on public and private lands.
- q. Assists local non-profit conservation organizations and other governmental agencies with natural resource management and conservation issues.
- r. Routinely evaluates changes in recreation user groups and offers program changes and recommendations to accommodate changing public needs.
- s. Shall perform other duties as assigned.

**3. Knowledge, Ability, and Skills:**

- a. Considerable knowledge in the management of forests, prairies, savannas, and wetlands. Must keep current on recent research in order to apply best management practices to a wide range of environmental management challenges.
- b. Knowledgeable of plant and animal communities. Must be able to identify common plants, animals, and birds and understand their basic habitat and spatial requirements.
- c. Must be able to recognize and identify non-native invasive plant species and apply methods of control.
- d. Be able to conduct plant and animal inventories.
- e. Considerable knowledge of principles and practices of park management.
- f. Knowledgeable in the operation of heavy equipment, gas-powered equipment, and hand tools to accomplish management objectives.

- g. Knowledgeable in basic construction, electrical and plumbing techniques.
- h. Knowledgeable in basic repair of vehicles, equipment, and small tools.
- i. Able to weld and fabricate as needed.
- j. Able to communicate positively and effectively with the public both orally and in writing on a wide range of environmental issues and county conservation programs. Must have the ability to prepare and deliver effective oral presentations to both formal and informal groups in public meetings, guided tours, and classes including both school age and adult programming. Must be efficient in establishing and delivering programming using the following means: power point presentations, video tape, graphic exhibits, and fixed displays, photographic and other visual and audio methods. Must be able to prepare and deliver written materials including ability to distill research and technical information into creative and concise interpretive formats utilizing lettering, booklets, displays, brochures, etc.
- k. Assist in photo documenting various work activities, conservation practices, outdoor recreation, local flora and fauna, and special events sponsored by the nature center and conservation board.
- l. Have the knowledge, dedication, and desire to develop and implement conservation programs that benefit Wapello County resources and citizens.
- m. Considerable knowledge of state laws and regulations pertaining to all public property.
- n. Able to enforce regulations as required.
- o. Able to prioritize, plan, assign, and supervise work of seasonal employees.
- p. Ability to withstand strenuous physical activities in the outdoors under all types of conditions.
- q. Ability to handle visitor complaints or emergency situations courteously and responsively. Ability to listen and be respectful of differing opinions.
- r. Knowledgeable in government programs impacting public and private land management.
- s. Woodworking skills applied to making creative area and interpretive signs.

**4. Education and Experience:**

- a. Minimum: 2-year associate degree in a natural resource related major with a minimum of 2 years combined experience in wildlife management, forestry, ecology, park management, soil science, or related field. Preference will be given to a 4-year or higher graduate who has completed course work in the above-mentioned fields.

**5. Necessary Special Requirements:**

- a. Acquire and maintain a current valid Iowa Commercial Driver's License with air brake endorsement.
- b. Acquire and maintain a current herbicide applicator's license.

- c. Knowledge of computer operation, and proficient with programs and equipment currently being used by the department is desirable.
- d. Must acquire and maintain a current Stop the Bleed/First Aid, CPR, and AED certification.
- 6. **Base Salary Range:**
  - a. \$24.25 an hour. Hourly rate will increase to \$24.65 upon 6 months of employment.
  - b. The Wapello County Conservation Board will establish housing options.
  - c. For the purpose of the Fair Labor Standards Act (FLSA) this position will be classified as a “Non-Executive Employee”.
  - d. At times, will be required to work non-standard work week that may include nights, weekends, and holidays.

#### Qualifications

2-year degree in natural resource related major with a minimum of 2 years combined experience in wildlife management, forestry, ecology, park management, soil science, or related field. Preference will be given to 4-year or higher graduate.