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| --- | --- |
| **Name** |  |
| **Hire Date** |  |
| **Date In Current Position** |  |
| **Review Month** |  |
| **Department** | **Conservation** |
| **Reports to** | **Director** |
| **Position Number** |  |
| **Warren County Pay Grade** | **$14-15/hour, DoE** |
| **FLSA Status** | **Non-Exempt** |
| **Supervises Others** | **No** |
| **Document Control Responsibility** | **Conservation Board** |
| **Approved by** | **Conservation Board** |

**Position Summary**

The Seasonal Conservation Aide provides maintenance and upkeep for all parks and natural resource areas operated and managed by the Warren County Conservation Board. Assist full-time staff in performing park management, while gaining career building experiences.

**Essential Functions**

* Provides mowing and landscaping operations as required in parks, campgrounds, and habitat areas.
* Provides cleaning, construction, and repair of both indoor and outdoor facilities; such as trails, campgrounds, nature center, restrooms, lodges, etc.
* Provides general information to the public regarding park regulations.
* Assists full-time staff with prescribed fire practices.
* Must have a valid Iowa’s driver’s license.
* Must pass CPR and First aid course, scheduled after hiring.
* If elective chainsaw training is accepted, must display a high priority of safety.
* All other duties as assigned.

**Essential Skills and Experience**

* Graduation from high school or a general equivalency diploma (GED).
* Knowledgeable of all safety procedures necessary using machinery, equipment and tools.
* Knowledgeable of modern park practices and management.
* Strong customer orientation.
* Excellent interpersonal and communication skills with other departments and staff.
* Ability to listen and understand instructions.
* Strong team-building based work ethic.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**Physical demands***:* While performing duties of this job, the employee is required to sit and/or stand for long periods of time. Must have the ability to lift, pull, push, and/or move up to 50 pounds.

**Work environment***:* The noise level in the work environment is usually minimal with occasional periods where the noise level may require hearing protection, such as the use of power tools or mowers. There are extended periods when the exposure to the outside elements will be necessary to accomplish the needs of the department throughout the summer.

**General sign-off: *The employee is expected to adhere to the values as established by Warren County Conservation Board and represent Warren County in a positive, professional manner.***

***I have read and understand this job description.***

***I can perform the duties of this position with or without reasonable accommodation.***

***(Circle one) YES or NO***

***Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***