



Mitchell County Conservation Board

The Mitchell County Conservation Board is now accepting applications for a Conservation Technician Position. This position will assist with management, maintenance and development of parks, trails, campgrounds and public hunting areas within Mitchell County.

The position will be generally Tuesday through Friday -- 7 a.m. - 5 p.m. and will include evenings, weekends and holidays as assigned. This position will involve constant activity such as walking, lifting and carrying. Work setting is both indoor shop work and outdoors that includes areas like campgrounds, timber areas, prairies, and trails.

This position is a full-time position and is FLSA non-exempt. County benefits include health insurance, vacation, sick time, and IPERS retirement package.

Applicants must submit a cover letter and resume. Applications and resumes can be mailed, emailed or delivered in person with attention to Mike Miner to Mitchell County Conservation Board, at 1879-3 Highway 9 Osage, IA 50461 or mminer@mitchellcoia.us

Application deadline is June 9, 2023 at 4:00pm.

Mitchell County -- JOB DESCRIPTION

Department: Mitchell County Conservation Board **Position Status:** Full-Time

Title: Conservation Technician

Compensation: \$20.00 – 23.25/hr. County benefits include: Health Insurance, vacation, sick time, deferred compensation, and IPERS.

Work Hours: Tuesday-Friday: 7 a.m. to 5 p.m.
Required to work evenings, weekends, and holidays as assigned.
[FLSA: Non-exempt -- over 40 hr/wk compensated at 1.5 times hourly rate.]

Department: County Conservation Board

Supervisor: Executive Director of the Mitchell County Conservation Board

GENERAL SUMMARY

Will assist with management, maintenance and development of parks, trails, campgrounds and public hunting areas within Mitchell County. Assist with planning and implementation of new and existing projects, maintenance, repair, construction, recreation, education, and other services to the public; under direct supervision of the Director.

QUALIFICATIONS

Minimum education requirement: Associate's Degree in outdoor recreation, parks management, natural resources or other applicable field; Or high school diploma or GED with at least two (2) years of parks operation experience or two (2) years of experience related to the essential duties and responsibilities listed.

Required Licenses, Registrations, Certifications:

- Must possess a valid Iowa Driver's License
- Pre-employment physical, including drug testing
- Certified Pesticide Applicator's License 1A, 5, & 6 (or able to obtain within 1 year of hire)
- Class A Commercial Driver's License (or able to obtain within 1 year of hire)
- Wildland Fire Training in S-130, S-190 (or able to obtain within 1 year of hire)

ESSENTIAL JOB DUTIES – Conservation Technician

- Safely operates equipment including tractors, mowers, weed cutters, trimmers, skid steers, OHV's, grooming equipment, chain saws and a variety of powers tools.
- Assist in the maintenance, development, improvement, and care of campgrounds, open spaced recreational areas, buildings, picnic tables, grills, roads, trails, shelters, gates, fences and related facilities.
- Understands and implements the principles of sustainable trail design and maintenance activities.
- Perform other incidental duties as needed, such as cutting trees, clearing of trails and signage updates.

- Assist with planning, designing, and building of structures and equipment within the conservation system which involves carpentry skills, metal work, masonry, shingling, landscaping, plumbing and electrical work.
- Perform general maintenance on managed areas including, but not limited to:
 - Fence repairs
 - Signage posting
 - Trail clearing
 - Snow removal
- Uses prescribed fire, prairie restoration, timber stand improvement, forestry practices, invasive species removal, wetland restoration, streambank improvement, grazing and other techniques to manage natural resources.
- Performs chemical applications of pesticides, herbicides, and fertilizers for control of noxious weeds, invasive species, fungus, oak wilt, and other diseases problems.
- Maintains and installs, boundary maps and signage on every wildlife area for public awareness, education, and law enforcement purposes.
- Keeps trees and debris clear of parking lots, mowed areas, trails and fence lines.
- Maintains all river accesses for safe entry and exit, ensures access points are properly signed, free of weeds, trash, and debris.
- Repairs, installs, and maintains fencing to support grazing management and legal responsibilities.
- Performs ski trail and fat bike grooming on designated routes.
- Attends training and continuing education opportunities.
- Produces educational audio/visual materials, products, and programs to promote the CCB's mission and goals.
- Prioritizes directives, gives daily progress reports, and plans weekly schedule. Coordinates and works with other staff to solve logistical issues and complete tasks and priorities.
- Keeps trails and parking areas clean, safe, and presentable to the public.
- Organizes volunteer efforts to perform various projects and trail maintenance.
- Performs trail snow removal and cross-country ski trail grooming on designated routes.
- Implements and maintains attractive native habitats in all trail corridors to benefit and promote local wildlife and ecology.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Has basic knowledge of Iowa's ecosystems and the principles of sustainable resource management, conservation, and recreation activities.
- Ability to Safely operate and maintain all equipment owned, rented, or leased by the county; including vehicles, tractors, mowers, weed cutters, trimmers, sprayers, skid steers, OHV's, chainsaws, a variety of power tools, equipment attachments, and other.
- Ability to communicate effectively and responsibly--orally and in writing.
- Ability to prepare and maintain detailed reports, files and records.
- Ability to safely apply and work around chemicals associated with job duties including chemicals for cleaning and maintaining property and equipment of the CCB.
- Ability to establish and maintain courteous and effective working relationships with co-workers, the general public, and various agencies.
- Ability to work as a team with staff, interns, and others to accomplish goals of the CCB
- Ability to deal with public in both common and during heated situations, resolve conflicts, and display sound judgment.
- Ability to plan, prioritize and schedule tasks to meet the goals of the CCB.
- Ability to write grants, fundraise, and develop community relationships.
- Ability to teach, coordinate, and evaluate the work of interns and volunteers.
- Knowledge and use of all safety equipment during the performance of assigned duties.
- Knowledge of ROW, field drainage, and watershed practices.
- General knowledge of basic plant/tree care and landscape architecture.
- Basic knowledge of standard office equipment and modern tech devices.
- Ability to perform a wide range of physical tasks and perform manual labor for extended periods in various weather conditions.

Physical Requirements

Work involves constant activity such as walking, standing, bending, stooping, kneeling, reaching vertical and horizontal, using of fingers, hands, feet, legs and torso in providing various services and functions. Ability to operate various types of vehicles, machinery, and equipment in a safe and proficient manner. Involves the use and maintenance of trucks, tractors, skid loader, mini excavator, attachments, small engines, pumps, fire equipment, power tools and other various hand and power tools. Regularly uses a variety of hand and power tools in various mechanical, welding, maintenance and agricultural work, roofing materials, and tree and plant seeding. Must be able to frequently lift, carry, push and pull at least 50 lbs. Work requires the ability to read and understand data and technical information from manuals, screens, and other devices.

Language Ability and Interpersonal Communication

Must have the ability to communicate effectively in both written and oral communication with co-workers, Executive Director, Board Members and the general public. Ability to establish and maintain an effective working relationship with Conservation Board, Executive Director, co-workers and other agencies, and the general public.

Environmental Adaptability

Regular exposure to temperature extremes according to the Iowa seasons. Frequent exposure to occupational hazards involved in operating a variety of mechanical equipment, hand and power tools in various maintenance/repair functions. Exposed to toxic agents, dust, odors, noise, vibrations, etc.

Mitchell County is an Equal Opportunity Employer.