

**Natural Resource Specialist – County Conservation:** The Cerro Gordo County Conservation Board seeks a qualified individual to implement work duties associated with all aspects of routine management and development for 35 county managed parks & wildlife areas. Graduate from an accredited college or university with a bachelor’s degree in biological sciences, wildlife management, or a closely related subject with 1-year practical work experience preferred in the above or a related field. Salary \$23.73 - \$25.43/hour. We accept application forms only and resumes without an application are not considered.

Application and job description may be picked up in person at:

Cerro Gordo County Administrative Services Office  
1st Floor – Courthouse  
220 North Washington Avenue, Mason City, Iowa 50401

By visiting our website at: [www.cgcounty.org](http://www.cgcounty.org)  
Or by contacting our email address: [hr@cgcounty.org](mailto:hr@cgcounty.org)

Applications will be accepted until 4:30 p.m. on May 26, 2023 or until filled. Pre-employment physical, drug screen & CRT required. Cerro Gordo County is an EOE.

Posted May 3, 2023

**CERRO GORDO COUNTY, IOWA  
POSITION DESCRIPTION**

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**Position Title:** Natural Resource Specialist

**Department:** Conservation

**Immediate Supervisors:** Operations Supervisor and Conservation Director

**Shift:** Normally 7:30 a.m. to 4:00 p.m., Monday - Friday

**Location:** Cerro Gordo County - Lime Creek Nature Center

**FLSA:** Non-Exempt/Non-Bargaining

**Starting Salary:** \$23.73 - \$25.43/hour

**Approved by:** Conservation Board

**Anticipated Start Date:** 7/1/23

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**Summary:**

The general implementation of work duties associated with all aspects of routine management and development for 35 county managed Parks & Wildlife areas and associated facilities & amenities. Work activities focus on the continued maintenance and development of public areas for recreational purposes and biological/ecological management of natural resources present.

**Essential Duties and Responsibilities:**

Assist the Operations Supervisor with accomplishing established ecologically oriented management & recreational goals for county managed property, including but not limited to:

Control and removal of woody vegetation on agency managed property.

Conducting prescribed burns on agency managed property.

Spraying of herbicides on agency managed property for control of noxious weeds according to Iowa Department of Agriculture standards.

Seeding projects on bare soil, converted cool season vegetation sites and other disturbed sites primarily utilizing native plant species.

Campground facilities cleaning and maintenance, monitoring campground and park users, maintaining campground grounds and campsites.

Mowing of cool season vegetation in parks, campgrounds and other locations as needed.

Water level management and manipulation on county wetlands to obtain desired vegetative cover.

Planting and maintenance of trees and shrubs.

Operate any equipment owned by Cerro Gordo County Conservation.

Perform scheduled and non-scheduled routine equipment maintenance and arrange with supervisor for non-routine work to be completed by private repair vendors/contractors.

Make minor repairs on equipment and facilities not requiring a trained professional repair person.

Maintain efficient and effective maintenance records for all department managed equipment and facilities.

Inform supervisor of situations needing attention in regards to: agency managed area safety, equipment problems/safety concerns and other potential risk situations.

Perform any and all related work according to goals and objectives of agency programs, in accordance with departmental safety regulations.

Maintain accurate, up-to-date records of the following activities: herbicide application, seeding and reseeding, prescribed burns, tree and brush removal, tree/shrub planting, facility repairs/improvements and timely handling of patron questions, issues & complaints.

Compile monthly and annual work activity reports for tasks completed.

Assist with development and presentation of educational materials related to all agency programs.

Assist other full-time staff on projects as specified by Director.

### **Supervisory Responsibilities:**

The Specialist will work with temporary or part-time employees and occasionally may supervise a specific work project being performed.

### **Qualification Requirements:**

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed as follows are representative of the knowledge, skill, and ability required.

Ability to routinely work at remote/satellite work stations.

Ability to organize assigned work and develop efficient strategies to accomplish said work.

Ability to establish and maintain effective working relationships with other staff, the general public, special interest/civic groups and individuals from other government agencies.

Ability to work a non-standard workweek, including nights and weekends to accomplish the objectives of the position, including assigned weekend campground checks.

Ability to maintain accurate safety, work, equipment and facility maintenance records.

Ability to operate non-agency owned, job specific equipment to achieve work goals.

Ability to handle money, record transactions properly, and transfer funds following agency requirements.

Ability to continue professional training to remain knowledgeable of current issues, trends, management techniques and maintain needed certificates.

The requirements and duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### **Education and Experience:**

Graduation from an accredited college or university with a Bachelor's Degree in biological sciences, wildlife management, or a closely related subject and 1 year practical work experience preferred in the above or a related field.

Knowledge of the tools and equipment required to perform the job.

### **Language Skills:**

The ability to communicate effectively with co-workers and the general public.

Ability to deal with the general public in a tactful and courteous manner.

Ability to properly and effectively communicate verbally and in writing.

### **Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.

Ability to apply common sense to solve problems or achieve work objectives.

Ability to recognize work situations that require special attention.

Ability to deal with problems involving several variables in standardized situations.

**Certificates, Licenses, Registrations:**

Valid Iowa Commercial Drivers License (Within 90 days of hire date).

Valid Iowa Pesticide Applicator License (Within 90 days of hire date).

National Wildfire Coordinating Group (NWCG) certification for S-130 & S-190  
(Within first year of service)

**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.

While performing the duties of this job, the employee is routinely required to stand, walk, sit, operate hand tools, kneel, stoop, balance and climb ladders and equipment. These activities may be required for 2 or more hours at a time during an 8-10 hour work/day.

The employee must routinely lift 75 pound objects 40 inches high and carry 15 yards. The specific vision abilities required for this job include; close vision, distant vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job the employee will work around moving parts and equipment. The employee will work outdoors in extreme hot, cold, rainy, snowy and windy weather conditions and be exposed to dust, fumes and loud noises.

**Comments:**

Must be insurable for driving under county insurance company policies and continue to maintain so.

Applicant will be subject to post offer, pre-employment physical, drug screen & CRT exam.

*Cerro Gordo County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer. Cerro Gordo County is subject to and has adopted a policy in compliance with the 2008 Smokefree Air Act.*