



Job Description – O'Brien County Conservation Board Park Ranger

Position Title: O'Brien County Conservation Board Park Ranger

Department: O'Brien County Conservation Board

Reports to: O'Brien County Conservation Board Operations Supervisor

FLSA Designation: Nonexempt Salary

FT/PT Status: Full-time

DESCRIPTION

This job includes performing a full spectrum of park and conservation area maintenance responsibilities as well as providing law enforcement services for all areas managed by the Conservation Board. This position is required to be a Certified Peace Officer by the Iowa Law Enforcement Academy and shall be required to carry a firearm while performing the law enforcement function of the job. Essential functions include enforcing the Code of Iowa and local rules and regulations according to Conservation Board policies. This position is non-exempt and will earn compensatory time for any hours worked over 40 hours per week.

SUPERVISION RECEIVED

This position is under the immediate supervision of the Conservation Board Director and Operations Supervisor. All employees of the Conservation Board are under the general supervision of the Conservation Board members.

SUPERVISION EXERCISED

Some supervisory work will be required.

DUTIES AND RESPONSIBILITIES (non-exhaustive list)

- Maintains regular park patrol and enforces Iowa Code and local rules and regulations of the Conservation Board.
- Provide periodic public programming and educational services at the Prairie Heritage Center and in other public areas such as classrooms, libraries, parks, etc...
- Serves in a public relations capacity, providing service and information to the public.
- Oversees camper registration and facility reservations year round.
- Responsible for accounting and transferring all revenues collected to OCCB office staff
- Coordinates with and assists campground hosts as needed.
- Assists with natural resource management tasks; including fisheries, lake, wildlife and habitat projects and prescribed fire.



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4931 Yellow Ave
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- Attends necessary and relevant trainings and partnership meetings.
- Mowing, weeding, painting, cleaning and other park maintenance duties as assigned.
- Works with other staff to perform maintenance and construction tasks; including concrete, carpentry, HVAC, and other work on remodel and building projects.
- Supervise seasonal staff and volunteers as needed.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Characteristics: friendly, self-starter, motivated, punctual, team-player, attentive to detail, people-person yet able to work alone, willingness to learn new things, ability to multi-task
- Ability to follow written and oral directions.
- Exercising good judgement in evaluating situations, making decisions, and resolving disputes with diplomacy and tact.
- Ability to work a flexible schedule including evenings, nights, weekends, and holidays.
- General maintenance and constructions practices to include basic electrical, plumbing, and carpentry principles.
- General operating and maintenance knowledge of tractors, skid loaders, small engine equipment, and power tools.

PHYSICAL DEMANDS

- Ability to routinely lift 75 pounds
- Ability to routinely stand, sit, walk, operate equipment and hand tools, kneel, stoop, balance, and climb
- Must be able to be on feet for a minimum of one hour and to sit in the same position for extended periods of time.
- Must be able to reach above head.
- May be exposed to extreme weather conditions, hazardous chemicals, infectious diseases, wildlife and potential physical harm.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- Pre-employment physical, drug screen, and background check is required.

QUALIFICATIONS

- Must be able to pass the eligibility requirements to attend the Iowa Law Enforcement Academy; must attend and graduate ILEA within one (1) year of hire.
- Ability to meet physical and psychological standards as set forth by the Iowa Law Enforcement Academy.



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- Ability to meet the minimum requirements as set forth in Iowa Administrative Code 501 Chapter 2. Uncorrected vision of not less than 20/100 in both eyes, corrected vision of 20/20, and color vision consistent with the occupational demands of law enforcement.
- Normal hearing in each ear as defined by the Iowa Code (hearing aids are acceptable if a candidate can demonstrate sufficient hearing proficiency to perform all necessary duties of a law enforcement officer).
- IDALS Pesticide Applicator License certification within one (1) year of hire.
- NWCG S-190 and S-130 Wildland Firefighter certification within one (1) year of hire.
- Valid Iowa Driver's License.
- Maintain a First Aid, CPR, and AED Certification.
- Graduation from an accredited college or university with Bachelor's degree in Park Management, Natural Resources, Conservation or related field; OR an equivalent combination of education, training, and experience.

Employee Acknowledgment:

I hereby acknowledge and attest that I have read and understand this Job Description outlined above and the required job functions. I further acknowledge and understand that this document is merely an outline of the job functions and that other job duties may be required in this position; that this Job Description may be amended from time to time, with or without notice; and that this Job Description does not create a contract of employment.

Employee

Date

Director

Date