

BUCHANAN COUNTY

Position: Conservation Technician

Supervises: None

Department: Conservation

Gives work direction to: None

FLSA Status: Non-Exempt
Non-Bargaining Unit

Reports to: Executive Director

Revision date: August, 2022

POSITION SUMMARY

At will position appointed by and reporting to the Executive Director. Under general supervision; assists in the implementation, development, maintenance and operations of areas under management of the Conservation Board.

ESSENTIAL JOB DUTIES

- Conducts ground preparation and planting for conservation management, including application of herbicides, operation of planters and seed drills, cutting and felling of trees, and mowing.
- Performs regular inspections, and maintains machinery, tools, and equipment used in the maintenance and repair of facilities and premises, including, **but not limited to:** exhibits, grounds, signs, playgrounds, fences, roads, sidewalks, and buildings.
- Operates various machinery and equipment used in maintenance and projects or programs including, **but not limited to:** tractors, loaders, trucks, augers, tree planters, tree trimmers, chain saws, sprayers, boats with or without motors, snow plows, and various power tools.
- Conducts general park maintenance, including, **but not limited to:** tree and brush trimming/removal, mowing, sidewalk and building construction, garbage removal, checking and cleaning of outdoor toilets, and fence construction.
- Provides care and maintenance of live animal and exhibits which include cleaning of pens and manure pits, and participates in various wildlife habitat facilities development programs.
- Keeps organized records as needed; related to inventory, habitat work, and animal display needs.
- Work with department head, Conservation board, and other county employees, suppliers, and the general public, by responding to questions in a proficient and professional manner.
- Must be able to work individually and as part of a coordinated field staff team, assuring good working staff relations.
- The individual in this position will frequently be turning, bending, and twisting body, walking on uneven ground, and pushing, pulling, and frequently lifting up to fifty (50) pounds and occasionally up to sixty-five (65) pounds.
- Must obtain and maintain a valid State of Iowa Commercial Driver's License, Class A and be insurable under the County's guidelines.
- Must be able to obtain and maintain the following: Pesticide/Herbicide Applicator license and S130/S190 control burn training.

INCIDENTAL JOB DUTIES

- Any other duties as assigned or required by the Executive Director.
- Assist the general public with questions, concerns, and inquiries.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Ability to read, write, interact, and communicate information to the general public, answer questions while working in the field, and to comprehend directions and instructions.
- Ability to drive trucks and operate other vehicles and equipment in a safe and conscientious manner.
- Ability to apply knowledge of conservation management techniques.
- Ability to organize time, manage a variety of work duties, and work as a team player.
- Ability to work outdoors in all types of weather conditions, day or night, in normal and emergency situations to ensure proper completion of maintenance activities.
- Ability to lift and carry heavy objects, regular movement of fingers and hands in grasping objects, use of feet and legs for various tasks, and movement of torso/arms for driving and operating other equipment.
- Ability to use written data contained in manuals and other references related to construction and maintenance of grounds, facilities, and equipment.
- Ability to provide care to live wildlife within display enclosures, including providing medical care.
- Ability to operate standard office equipment, including basic computer knowledge.
- Knowledge of natural resource management techniques including, but not limited to, prescribed burning, tree felling, and application of herbicides.
- Knowledge in the operation, maintenance, and repair of equipment, machines, and tools.

ENTRY REQUIREMENTS (Minimum)

Education/Training/Work Experience: Associate's Degree in a natural resource field, or agriculture-related field; preferred

And

Work Experience: One (1) or more years of work-related experience that provides the knowledge, skills and abilities necessary to perform the essential job duties of the position.

Or

High school diploma or GED;

And

An equivalent combination of three (3) years of education, training, and/or work-related experience that provides the knowledge, skills and abilities necessary to perform the essential job duties of the position.

Required licenses, registrations and certifications: Possession of a valid State of Iowa Driver's license and be insurable under the County's guidelines. Must possess or be able to obtain a valid State of Iowa Commercial Driver's License, Class A within (6) months of hire. Must possess or be able to obtain license as a Pesticide/Herbicide Applicator by the State of Iowa within twelve (12) months of hire. Must possess or be able to obtain S130/S190 controlled burn training within six (6) months of hire.

Required post-offer physical examinations: Must meet all requirements as outlined in the employee handbook.

Required drug testing: Drug testing shall be required as allowed by state law.

Residency requirement: None.

Other testing required: Must pass a post-offer physical fitness test, requiring walking two miles within thirty (30) minutes while carrying twenty-five (25) pounds.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical Demands:* While performing the duties of this job, the employee is continuously required to walk, run, sit, stand; turn, twist, or bend body; use hand to finger manual dexterity; handle or feel objects, tools or controls; reach with hands and extend arms; balance, stoop, talk and hear. The employee is frequently required to squat, kneel, push/pull or lift/carry a minimum of sixty-five (65) pounds.
- Specific vision abilities required by the job which permits the employee to observe and identify criminal activity include close and distance vision, color, peripheral and depth perception, and the ability to adjust focus.
- *Work Environment:* Work is conducted primarily outdoors so the employee is exposed to weather conditions @@prevalent at the time. The employee may be exposed to moving machinery, dust, fumes, and gases. The noise level in the work environment is usually moderate to loud.

HOURS OF WORK

Generally, forty (40) hours per week with the normal workweek consisting of a seven (7) day period. May be required to work additional hours or to change hours with minimal notice because of operational needs.

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1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
 2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with the County.
 3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by their supervisor.
 4. The Buchanan County Conservation Board reserves the right to change or reassign job duties or combine positions at any time.
 5. Buchanan 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 encourage prospective employees and incumbents to discuss potential accommodations with the employer.

Department Head Signature

Employee Signature

Date

Date