Winnebago County -- JOB DESCRIPTION

Department: Winnebago County Conservation Board
Position Status: Full

Title: Natural Resource Technician

Compensation: $17.50/hr. County benefits include: Health Insurance, vacation, sick time, compensation, and IPERS.

Work Hours: Monday-Friday: 7:30 a.m. to 4:00 p.m. Standard work week (may include occasional holidays, weekends, and nights) Additional hours as assigned by the Director [FLSA: Non-exempt -- over 40 hr/wk compensated at 1.5 times hourly rate.]

Immediate Supervisor: Executive Director

GENERAL SUMMARY

Completes work related to Roadsides, Natural Resources, Wildlife Areas, Accesses, and Water Bodies within Winnebago County including assisting 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 Executive Director.

QUALIFICATIONS

Minimum education requirement: Graduation from an accredited four-year College or University with a Bachelor’s degree in Biology, Ecology, Environmental Science or other Natural Resource related field.

Required Licenses, Registrations, Certifications:
- Iowa Commercial Driver’s License within 90 days
- Must possess Herbicide Applicator Certification within 90 days
- S-130/190 Wildland Fire Certification within one year

Safety Training Requirements:
- Certification in CPR & AED, Blood-borne pathogens, and chainsaw safety. Additional safety training may be assigned.

ESSENTIAL JOB DUTIES-Natural Resource Technician

- Natural resource technicians maintain wildlife areas, carry out management plans, and execute them to provide safe, attractive areas with high quality habitat. This management will focus on game species, biodiversity, sustainability, and resilience.
- Uses sound science to carryout wildlife management practices that result in healthy, sustainable, and resilient ecosystems across Winnebago County.
- Executes management plans for all WCCB areas, and accesses.
- Is responsible for implementing and upholding WCCB Noxious Weed Policy.
- Uses prescribed fire, prairie restoration, timber stand improvement, forestry practices, invasive species removal, wetland restoration, streambank improvement, grazing, and other techniques to maintain natural resources.
- Assist with carrying out prescribed burn plans.
- Performs chemical applications of pesticides, herbicides, and fertilizers for control of noxious weeds and invasive species problems.
- Establishes and maintains diverse food plots to support and increase wildlife populations with emphasis on game species.
- Maintains and installs, boundary signage on every wildlife area for public awareness, and education purposes.
- Keeps trees and debris clear of parking lots, mowed areas, trails and fence lines.
- Creates and maintains attractive, sustainable parking areas.
- 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.
- Provides corrective and preventative maintenance on trucks, tractors, attachments, tools, and other equipment used to perform Job duties.
- Executes projects to improve natural resources in Winnebago County as assigned.
- May obtain necessary authorizations, permission, or permits required to complete assigned tasks and projects in accordance with State, Federal, and local laws.
- May write grants to support projects and management goals.
- May coordinate volunteer efforts to perform various projects and maintenance.
- May prepare annual inspection and annual maintenance and management report for all access points and wildlife areas.
- Attends training and continuing education opportunities.
- May produces educational audio/visual materials, products, and programs to promote the CCB’s mission and goals. May work with Naturalist as needed.
- Coordinates and works with other staff to solve logistical issues and complete tasks and priorities.
- Carry out the County’s Integrated Roadside Vegetation Management Program. Consults with the County Weed Commissioner, Natural Resource Manager and Executive Director.
- Assists with IRVM management: seeding, burning, mowing, and spraying as needed.
- Assist in establishing and maintains safe, stable, and attractive roadsides in accordance with County Policy.
-Communicates with landowners, the public, and utility companies to
encourage proper roadside management.

- May complete grant applications to secure additional funding, including but, not limited to the Living Roadway Trust Fund

- May communicate with the Tallgrass Prairie Center and keeps a good working relationship, updates IRVM policy and maintains program eligibility, files, and records.

- May conduct a public relations program by articulating the philosophy of the Conservation Board and the IRVM program to promote its programs and services.

- May produce educational audio/visual materials, products, and programs to promote the IRVM and CCB mission and goals.

**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, professional, 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.

- General knowledge of basic plant/tree care and landscape architecture.

- Basic knowledge of standard office equipment and modern tech devices.

**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.

Ability to perform a wide range of physical tasks and perform manual labor for extended periods in various weather conditions.

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.

Pre-employment physical and drug screen required post job offer.

HOW TO APPLY

Contact WCCB Director Robert Schwartz
At 641-565-3390 or rschwartz@winnebagoccb.com
Or visit: www.winnebagoccb.com