

Monona County
Employer's Job Description
(Revised 03-2023)

Name: _____ **Department:** Conservation
Position Title: Park Ranger **Pay Grade:** TBD
Status: Hourly / Non-exempt **Reports To:** Conservation Director

Primary Purpose of Position

The primary purpose of this position is responsible for the safe and enjoyable environment for public use. Supervises department personnel in the development, operation and maintenance of high-quality conservation areas. Serves as peace officer in all conservation board areas. Individual is assigned a non-standard work week, with some evening, weekend and holiday work required.

Essential Duties and Responsibilities

The following duties are normal for this position. These job duties are not to be construed as exclusive, or a specific list, and other duties may be required and assigned by the Conservation Director:

- Directly supervises all full-time and seasonal field personnel of the Conservation Department. Trains employees; plans, assigns and directs work; appraises performance; rewards and disciplines; addresses complaints and resolves problems; and assists with interviewing and hiring.
- Serves as operations supervisor of field personnel. Directs personnel in development, operation and maintenance of conservation areas.
- Assists Director in preparing new development plans, budget planning, cost estimating, and other work as requested.
- Purchases supplies for department. Analyzes costs and maintains inventory.
- Promotes safety and protects natural resources by patrolling department-owned properties on a daily basis from May to September.
- Serves as a peace officer by enforcing conservation board rules and state laws within conservation board jurisdiction.
- Makes arrests for crimes committed in assigned area.
- Issues citations for County Park, motor vehicle, fish and wildlife and boating infractions. Appears in court when necessary.
- Designs, constructs and remodels facility landscape and structures, including plant beds, grounds, campgrounds, and fencing.
- Plans, designs, and constructs foot trails and signage. Implements erosion control measures. Regularly inspects foot trails for safety.
- Safely operates, maintains and services vehicles, equipment, machines, and tools, including vehicles, tractors, commercial mowers, tractor implements, no-till drills, tree planters, chain saws, pruners, and a variety of power hand tools. Trains personnel in the safe operation of vehicles, equipment, machines and tools.
- Oversees daily maintenance and cleaning of park facility of grounds, including cleaning of floors, toilets, showers, and latrines.
- Ensures wildlife habitat by performing a variety of wildlife management and grounds keeping duties. Plants trees; establishes prairie areas and conducts prescribed burning; controls weeds; prunes trees; identifies food plots; and constructs nesting structures.
- Participates in fish and wildlife management on public and private lands. Performs variety of functions including general forestry practices; tree planting; weed control; pruning; falling trees; tree identification; establishing and building food plots, wood duck nesting structures, Canada goose nesting structures, kestrel nest boxes, bluebird nest boxes, and artificial fish habitat; monitors fisheries; and creel clerking.
- Ensures adequate fish population for the public by managing fishery. Samples water; constructs catfish cages and artificial structures; and takes census.
- Oversees turf grass establishment and maintenance including mowing, weed control chemical application, fertilization, and seeding.

- Serves as departments' safety coordinator. Coordinates, prepares and conducts monthly safety meetings and training sessions on safety-related topics including first aid and blood borne pathogens. Ensures department's compliance with state safety standards. Responsible for exposure control program. Coordinates area and equipment inspections.
- Provides public information and education. Interacts with users of park facilities and areas. Gives presentations to civic organizations. Writes articles for publication in local papers and newsletters. Responds to questions from park users.
- Maintains daily diary detailing job site, function and hours. Prepares monthly reports summarizing work activities and project progress reports. Maintains records on vehicle and equipment use and maintenance; pesticide/herbicide application; water testing; scientific collection; and employee training.
- Performs related work as required or directed.

Knowledge, Skills, & Abilities:

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

- Principles of methods of forestry, park maintenance, conservation, aqua culture, ecology, natural history, recreation and wildlife management.
- Local, state and federal ordinances and laws relating to conservation, recreation, wildlife management, and fish and game enforcement.
- Skill in applying principles of carpentry, plumbing and electricity.
- Methods and tools used in welding and fabrication.
- Work effectively with people of all ages.
- Scheduling, assigning, supervising and evaluating the work of others.
- Establish effective working relationships with public, co-workers, and supervisors.
- Safely operate a range of motor vehicles, including tractors and trucks.
- Safely operate firearms.
- Safely operate and maintain landscaping and construction vehicles, machinery and power an hand tools including dump trucks and tractors; mowers, trimmers and weed cutters; log splitters; tree spades; saws, drills, hammers, measuring devices and air-powered tools.
- Safely operate and maintain electrical tools, including wire strippers, pliers, wire nuts, and meters.
- Read wiring diagrams.
- Safely operate control burning equipment, including torches and pumps.
- Techniques of turf care, including application of seed and fertilizer in proper ratios.
- Safely apply and work around chemicals associated with grounds maintenance, including pesticides and herbicides, and poisons.
- Safely operate boats and motors.
- Pest control methods.
- First aid techniques, CPR, and procedures for working with blood borne pathogens.
- Use hands to finger, handle or feel objects, tools, or controls.
- Safely perform heavy manual labor outdoors for extended periods and to safely perform and withstand a wide range of physical tasks, including reaching with hands and arms; walking on uneven ground; standing; climbing, balancing, kneeling, crouching or crawling; and lifting, carrying, pushing, or pulling amounts weighing up to 75 pounds.
- Specific vision ability requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Skill in maintaining inventory of supplies.
- Accurately perform basic mathematical functions, including addition, subtraction, multiplication, division, and to determine percentages.
- Read and follow oral, written, and diagrammatic instructions.
- Obtain and maintain certification as law enforcement officer and other required licenses and certifications.

Minimum Training and Experience Required to Perform Essential Job Functions

Possession of a valid Iowa commercial driver's license, Class A, or ability to obtain certification or complete training within six months and proof of insurance.

Must be certified as a peace officer by the Iowa Law Enforcement Academy (ILEA), or be able to meet minimum qualifications for certification through the ILEA. Screening for certification includes background investigation for substance abuse or arrest and conviction records; physical examination; vision examination requiring uncorrected vision of not less than 20/100 in both eyes, correctable to 20/20 and normal color vision; hearing examination; psychological examination; and physical agility testing.

Must be at least 21 years of age. Must pass pre-employment drug and alcohol screen. Must reside in Monona County, Iowa or become a resident within six months of hire.

Must be certified in or have successfully completed Pesticide Applicators License training in categories of forestry, turf, ornamental, and right of way, or ability to obtain certification or complete training within six months.

Must be certified in or have successfully completed training in CPR and basic first aid, or ability to obtain certification or complete training within six months.

Graduation from an accredited four-year college or university with major course work in a recognized natural resource/science curriculum and minimum of two years of natural resource program experience in such operational areas as forestry, parks, management, land use, aqua culture, recreation or related field. Supervisory experience required; or

A two-year college degree from an accredited college or university with major course work in a recognized natural resource/science curriculum and a minimum of four years of natural resources program experience in such operational areas as forestry, parks management, land use, agriculture, recreation or related field. Supervisory experience required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of sound judgment. Ability to compare, count, differentiate, measure and sort information.

Ability to assemble, copy, record and transcribe data and information.

Ability to explain, demonstrate and clarify to others within well established policies, procedures and standards, as well as the ability to follow specific instructions and respond to simple requests from others.

Ability to communicate professionally and courteously with the general public and other employees

Judgment and Situational Reasoning Ability

Ability to use functional reasoning and apply rational judgment in dealing with employees and the general public.

Must also have the ability to remain calm and professional in stressful situations when dealing with the public.

Must have the ability to work independently and to exercise good judgment in making decisions in accordance with regulations, ordinances and law and to efficiently process data, records and reports regarding operations and services.

Environmental Conditions

Most work is performed outside on department grounds, in parks, recreation, conservation and wildlife areas. Work involves exposure to a variety of weather conditions, including extreme temperatures, snow, rain, hail, and ice conditions. Work involves regular exposure to fumes or airborne particles. Employee occasionally works near moving mechanical parts. Work may involve heavy manual labor; climbing ladders; walking on uneven ground; lifting and carrying heavy objects; operating heavy equipment; and exposure to noise, safety hazards, burns, cuts, animals, and toxic agents.

Compliance

Compliance with the employee handbook, employer policies, department work rules, and supervisor directives.

Monona 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 both prospective and current employees to discuss potential accommodations with the employer

Employee Acknowledge

The undersigned employee hereby acknowledges receipt of this Job Description and requirements.

I hereby acknowledge and attest that I have read and understand the Job Description outline 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.

Employee's Signature

Conservation Director

Date Signed: _____

This Job Description has been reviewed and approved by:

Department Head: _____

Conservation Board: _____

Effective Date: _____