

BUTLER COUNTY JOB DESCRIPTION

Name:

Department: County Conservation

Title: Operation Supervisor

FLSA: Non - Exempt

Reports to: Executive Director

PURPOSE OF POSITION

Under general direction of the Executive Director, manages and maintains the activities of all county parks, trail systems, wildlife areas and performs related work as required.

ESSENTIAL DUTIES AND RESONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned as needed by the Executive Director.

Participates, plans and directs the maintenance, development, improvement, care of campgrounds, open spaced recreational areas, buildings, picnic tables, grills, roads, trails, shelters, gates, fences and related facilities.

Perform routine service and maintenance of equipment used in parks, such as vehicles, tractor, mowers, small engines, chainsaws, weed trimmers, and other equipment.

Collect fees from users of park facilities while keeping records of receipts, camper registration, attendance and miscellaneous park activities.

Perform general maintenance on managed areas including, but not limited to:

- Fence repairs
- Signage posting
- Trail clearing
- Snow removal
- Pesticide application

Assist with planning, designing and building of structures and equipment within the conservation system which involves carpentry skills, metal work, masonry, shingling, landscaping, plumbing and electrical work.

Perform other incidental duties as needed, such as cutting firewood, food plot plantings, control burns, and general assistance around the parks and trails.

Provide occasional assistance at the Nature Center as needed.

Foreman for summer interns. Assistant in hiring, training and supervising of conservation interns.

Acts as County Weed Commissioner by handling complaints of possible violations to the Iowa Weed Law. Inspects areas, determines site of area involved, plans and recommends treatment of the area, if necessary.

In absence of the Executive Director for an extended period of time, Operation Supervisor, will oversee and direct all daily operations of the Conservation Board. During this time Operation Supervisor, will fulfill all the responsibilities required of the Executive Director. The Conservation Board and/or Executive Director would implement this process and could establish any guidelines deemed necessary depending on the situation.

The workweek is non-typical, but generally 40 hours per week, occasionally up to 55 to 65 hours per week as needed. Required to work evenings, weekends and holidays as assigned.

Will have 24-hour use of County vehicle for work-related use only.

Must live within 30 miles of shop location for emergency response. Emergency response could include but is not exclusive to; flood preparation and safety/operation of campgrounds and bike trail.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Bachelor's Degree in wildlife, forestry, natural resources or other applicable field or ten(10) years of experience in the field.

Acquire and maintain valid state of Iowa Commercial Driver's License. License must be obtained within one year.

Acquire and maintain Pesticide Applicator's License with 1A, 5, & 6 applicators classification issued by the State of Iowa Department of Agriculture & Land Stewardship. Licenses must be obtained within one year.

Acquire and maintain fire certification of NWCG S-130 and S-190. Certifications must be obtained within one year.

Ability to identify trees, shrubs, flowers, fish, reptiles, birds and other wildlife common to Iowa.

MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Physical Requirements

Work involves constant activity such as walking, standing, bending, stooping, kneeling, reaching vertical and horizontal, using of fingers, hands, feet, legs and torso in providing various services and functions. Ability to operate various types of vehicles, machinery, and equipment in a safe and proficient manner. Involves the use and maintenance of trucks, tractors, mowers, tree planter, trailers, ladders, chainsaws, sprayers, sanders, routers, jigsaws, circular and table saws, and other various hand and power tools. Regularly uses a variety of hand and power tools in various mechanical, welding, maintenance and agricultural work, roofing materials, tree and plant seeding. Must be able to frequently lift, carry, push and pull at least 50 lbs. Work requires the ability to read and understand data and technical information from manuals, screens and other devices.

Cognitive Ability

Knowledge of the principles and techniques used in natural resource management. Knowledge of modern techniques and methods used in the care and maintenance of public parks. General knowledge of state, federal, and local conservations laws and regulations. Skills in landscaping and knowledge in natural resources. Capacity to apply abilities, subject matter and knowledge in resolving problems, analyze work problems effectively and supply sound judgment in their solution. Develop, oversee, and implement site and comprehensive plans. Sensory requirements include numerical/clerical and form perception, visual and sound perception.

Language Ability and Interpersonal Communication

Must have the ability to communicate effectively in both written and oral communication with co-workers, Executive Director, Board Members and the general public. Ability to establish and maintain an effective working relationship with Conservation Board, Executive Director, co-workers and other agencies, and the general public.

Environmental Adaptability

Regular exposure to temperature extremes according to the Iowa seasons. Frequent exposure to occupational hazards involved in operating a variety of mechanical equipment, hand and power tools in various maintenance/repair functions. Exposed to toxic agents, dust, odors, noise, vibrations, etc.

Employee Signature

Date