

# SAC COUNTY CONSERVATION BOARD

## Job Description

### SEASONAL (6-8 Month) CONSERVATION AIDE

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**Position:** Seasonal Conservation Aide (6-8 month)

**Worksite:** All SCCB areas

**Job Description:** Serves under Supervision of Director and Park Technician

- Performs a wide variety of maintenance of park buildings and facilities including, but not limited to, restrooms, shelter houses, water and septic systems, storage buildings, park roads, trails, campground structures, signs, playgrounds and fences and gates.
- Operate and maintain equipment safely and correctly including, but not limited to, mowers, tractors, skid loaders, ATV's, UTV's, trimmers, saws, power & hand tools, trailers, seeding and planting equipment and vehicles.
- Participates in facility and grounds improvement, construction and infrastructure projects.
- Maintains appearance of park facilities through cleaning, painting, repairing and remodeling.
- Performs basic plumbing activities, including but not limited to, such as repairing and replacing sinks, toilets and other fixtures, fixing and repairing pipes and other routine plumbing repairs.
- Performs basic electrical activities, including but not limited to, such as repairing and replacing outlets and switches and other routine electrical repairs.
- Responsible for and assists in the opening and closing of county parks and facilities annually.
- Responsible for park sign installation and maintenance.
- Performs ground maintenance work, including but not limited to, mowing, trimming, brush cutting, weed control, garbage removal, gravel hauling and grading and other landscaping activities.
- Performs routine forestry tasks such as pruning, thinning, cutting and splitting of firewood, planting and spraying trees, shrubs or grass.
- Assists in habitat management techniques on Conservation Board areas.
- Answer questions from the public concerning Conservation Board areas and services in a professional, courteous and polite manner.
- Available to work irregular hours as needed, including weekends, nights and holidays.
- Assist when needed in the supervision of other part time staff or volunteers.
- Perform other duties as required by Director or Park Technician.

**Job Requirements:**

- Experience with equipment and facility operation and maintenance, carpentry, plumbing and electrical. Additional experience in agriculture and park management preferred.
- Ability to develop and maintain good, positive working relationships with general public and coworkers.
- Ability to work alone and with a team, some members of which may be seasonal staff, volunteers or others with limited experience/ability.
- Ability to interpret and effectively apply policy, procedure and rules and regulations.
- Must be able to stay on task and complete work well and on time.
- Must be able to walk, sit, kneel, stoop, balance, climb, and lift 75 pounds without assistance.
- Must be able to work outside in all weather conditions and be exposed to dust, fumes and loud noise.
- Must possess a strong appreciation of parks and outdoor recreation and a strong desire to provide outdoor recreation opportunities to the public. No college required with sufficient experience/ability.
- Possess Iowa Divers' License and be insurable under county's liability coverage.
- Must pass pre-employment background check.
- Must have or be able to obtain Iowa Commercial Pesticide Applicators License if required.
- Minimum of High School Diploma.
- Conservation, environmental, maintenance and/or agricultural background helpful.

**Wage and work dates:**

- Up to \$18.00 per hour DOE; up to 40 hours per week position runs from approximately April-November, actual starting and ending dates flexible.
- Partial Work uniform provided; vehicle provided on job. No other benefits provided.
- Must be 18 years of age.

**To Apply**

- Send Sac County job application to Chris Bass, Director, Sac County Conservation Board, 2970 280<sup>th</sup> Street, Sac City, IA 50583. For more information call 712-662-4530 or email [cbass@sacountyiowa.gov](mailto:cbass@sacountyiowa.gov).

