

JOB TITLE: Park Ranger

DESCRIPTION: Permanent, full-time position, under the general supervision of HCCB Executive Director. This employee provides services to maintain county conservation lands and facilities; provides specific assistance to public as needed; inspects areas and recommends/performs major maintenance; provides law enforcement and crime prevention.

This job description in no way states or implies 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 perform any other job-related duties as requested by the Director.

ESSENTIAL DUTIES

- Maintain county parks and wildlife areas
- Register campers, cabin users and shelter house users and keep an accurate log of these activities and collect fees
- Responsible for cleaning and maintaining modern rental cabins
- Answer telephone calls and email and maintain good public relations
- Assist with office work
- Attend educational programs for professional and program development
- Assist Director in employment process
- Train and supervise seasonal employees
- Assist public with nuisance wildlife control and help with identification
- Patrol & Maintain County parks and wildlife areas, provide safety for the public, issue citations for violations, conduct investigations when needed, assist local law enforcement agencies when needed and provide first aid
- Complete forms and develop law enforcement and other incident reports
- Inventory parks, purchase supplies, equipment and tools as needed
- Manage and maintain tree plantings, prairies and county fisheries
- Perform controlled burns
- Improve timber management
- Spray and remove unwanted plants and fertilize areas when needed
- Repair equipment
- Maintain facilities
- Operate and maintain Crystal Lake aerator
- Operate machinery, tools and equipment used to maintain and repair ground, signs, buildings, sidewalks, roads, boundary fences, garbage removal, cleanup, trails and fix picnic tables
- Perform carpentry, electrical and plumbing work
- Maintain county residence
- Remove snow in county parks
- Occasionally assist naturalist with job duties
- Performs other duties as needed or assigned by the Conservation Director

CERTIFICATES, LICENSES, REGISTRATIONS: The person in this position should possess or be able to obtain and maintain the following.

- Iowa Law Enforcement Emergency Care Provider
- Peace Officer Certification through Iowa Law Enforcement Academy
- Commercial Driver's License
- Basic First Aid and CPR
- S-130, S-190, L-180 training for Wildland Fire

EDUCATION, QUALIFICATIONS AND SPECIAL REQUIREMENTS The person in this position should have a bachelor's degree from an accredited college or university, with major course work in natural resources, outdoor recreation, or a related natural science field.

As a law enforcement position, person in this position must be certified by the Iowa Law Enforcement Academy (ILEA) or able to obtain such certification within 12 months from date of hire.

- A valid Iowa driver's license.
- A willingness to work weekends, holidays, irregular hours and night shifts is required.
- Ability to identify problems, trouble shoot and develop practical solutions.
- Ability to secure pesticide/herbicide applicators certification and apply chemicals if needed.
- Ability to work in all kinds of weather conditions such as; extremes of temperature, dirt, dust, odors, rain, snow and wind.
- Ability to tolerate climbing/descending ladders, constant standing and walking, kneeling, sitting and operating vehicles or equipment, lifting and carrying articles that sometimes weigh more than 80 pounds and pulling or pushing objects that weigh more than 80 pounds.
- A complete criminal history check, including driving record is required.
- Must live in or move to Hancock County (housing provided).

HOURS OF WORK: Generally nonstandard 40 hours in seven (7) day period. May be required to work additional hours or to change hours with minimal notice because of operational needs.

SALARY: \$34,000 - \$39,690 plus county benefits

TO APPLY: Send cover letter, resume and completed Hancock County application by December 30, 2016 to: Hancock County Conservation Board Attn: Cale Edwards, Director 545 State Street Garner, IA 50438 Applicants can obtain a Hancock County application and full job description at www.hancockcountyia.org/conservation.htm under the EMPLOYMENT OPPORTUNITY-PARK RANGER link.

DEADLINE December 30, 2016 at 4:00 PM