

HANCOCK PARK DISTRICT JOB DESCRIPTION

POSITION TITLE: Natural Resource Assistant
CLASSIFICATION: Grade 5 – Full-time/Nonexempt
SUPERVISOR: Natural Resource Manager
LOCATION: Riverbend Recreation Area Maintenance Facility

RESPONSIBILITIES

The natural resource assistant is responsible for assisting the natural resource manager with the management of the Natural Resource Division within the Park Operations Department. Responsibilities include developing and implementing a Natural Resource Management Plan; managing and maintaining designated natural areas, lakes for recreational fishing, and other parks, trails, areas, buildings, and facilities as directed; maintaining vehicles and equipment; and supporting programs, special events, and services when necessary.

ESSENTIAL DUTIES

1. Assist with the development and/or implementation of a Natural Resource Management Plan involving a variety of natural areas and ecosystems.
2. Monitor and manage invasive plant species. Take steps to eradicate invasive plant species.
3. Manage lakes for recreational fishing. Assist with the development and implementation of a management plan for each lake and post fishing regulations and other information as needed.
4. Manage conservation areas with the following principles in mind: Protect the natural resource, provide opportunities for visitation, enjoyment, and engagement, educate the public about the principles of conservation being practiced locally, and develop and post land use rules with an emphasis on restrictions and limited use, such as hiking, birdwatching, and photography within undeveloped natural areas with no support facilities.
5. Perform tasks related to landscaping and horticulture as directed.
6. Perform miscellaneous work as directed, such as planting, watering, and removing trees, planting shrubs and forbs, encouraging natural succession, enhancing pollinators, administering a contract for haying in select areas, mowing, managing areas to achieve a select habitat, managing select areas depending on desired species management, conducting habitat restoration, etc.
7. Assist park managers and park maintenance technicians when necessary and as directed. Maintain parks and trails as directed.

8. Prune trees as needed for tree health and aesthetics, and when branches encroach upon buildings, facilities, playgrounds, parking lots, equipment, trails, walkways, designated viewing areas, site amenities, signs, exhibits, lights, etc.
9. Assist with prescribed burns.
10. Perform general wildlife management (e.g., researching, constructing, installing, monitoring, and managing nest boxes, bat houses, and bluebird trails).
11. Assess and coordinate the best way to make repairs and improvements in general (e.g., design, make materials list, estimate cost, coordinate details, and complete the project).
12. Maintain open and ongoing communication with Park Operations Department staff to ensure that natural resource management activities are complementary to and not in conflict with overall park management.
13. Assist with hunting and trapping activities as a component of natural resource management. Assist with the Hunting with Permission Game Management Program.
14. Enforce land and water use regulations on a situational basis by being aware of what is happening in the parks and on the trails, informing, educating, and encouraging voluntary compliance with park regulations, and seeking assistance from sworn law enforcement officers when public safety is in question and when certain laws are being broken.
15. Keep the truck and other applicable vehicles and equipment clean and properly maintained and initiate repairs as directed.
16. If the monitoring of natural resources occurs (e.g., spring ephemerals, birds, bats, frogs, toads, etc.), consider using the data as a management tool, publicizing the information, submitting information to an overall Ohio database or other local and regional database if applicable, and conducting public programs if interested.
17. If interested, develop, plan, and lead natural resource programs that have a direct link to natural resource management (e.g., inform and educate the public about natural resources, engage the public in conservation and environmental stewardship, provide direct, hands-on learning opportunities regarding habitat restoration and improvements, etc.). Coordinate programs with the Program Department.
18. Participate in routine staff meetings, identify the need for training and continuing education (pursue relevant training opportunities), and prepare and present information to the natural resource manager for the annual budget development process, including operating and capital expenditure requests.
19. Participate in the interviewing and hiring of seasonal staff as directed. Train, supervise, and evaluate seasonal staff as directed.

20. Assist with the identification of volunteer projects in anticipation of requests and inquiries. Schedule and oversee volunteer projects as directed.

*Essential duties are not to be construed as all-inclusive.
Other duties may be required and assigned.*

QUALIFICATIONS

A Bachelor of Science degree in Natural Resource Management, Wildlife Management, Environmental Science, Biology or a closely related field and at least two years of relevant experience with natural area stewardship and hands-on maintenance of parks, trails, facilities, buildings, vehicles, and equipment are preferred. However, any combination of education and experience that demonstrates the ability to handle the responsibilities and essential duties of the position will be considered.

The natural resource assistant should be proficient with Microsoft Office software applications, communicate in a clear and professional manner both orally and in writing, demonstrate high professional standards and a progressive natural resource management mindset, and be willing to accept new challenges, technologies, and opportunities.

Being comfortable with empowerment and taking the initiative (i.e., being a leader and doing what needs to be done without prompting from others); having a strong work ethic and being responsible with time management (i.e., contributing to an overall effort within the Park Operations Department to maximize efficiency, effectiveness, and productivity); feeling a sense of ownership and doing quality work (i.e., doing the work correctly); and having a positive attitude, listening to others, and communicating in a constructive manner are among the professional traits desired by the Hancock Park District.

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS

Work regularly occurs in the field where noise level is moderate, weather conditions vary from normal to extreme, and environmental conditions vary from developed to primitive. Work requires the ability to exert moderate but not constant physical effort involving some combination of climbing, balancing, stooping, kneeling, crouching, and crawling; lift, carry, push, and pull objects and materials; operate a variety of equipment, machinery, and tools; coordinate eyes, hands, feet, and limbs in performing skilled movements such as operating vehicles; and recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, and textures associated with job related objects, materials, and tasks.

EMPLOYEE ACKNOWLEDGEMENT

I have read the Natural Resource Assistant Job Description. I understand the responsibilities and essential duties of my position.

Signature

Date