

Portage Park District

Position Description

POSITION TITLE: Natural Areas Steward

DEPARTMENT: Natural Resources

SUPERVISOR: Natural Areas Manager

FSLA STATUS: Non-Exempt, Non-civil service

HOURS: Full Time

STARTING PAY RANGE: \$15.00-34.00/Hour depending on experience and qualifications

POSITION SUMMARY: This position performs natural resource management and provides opportunities for public education and engagement in park stewardship. Specific duties include developing and implementing natural areas management plans, executing invasive species management strategies and implementing control actions, monitoring effects of public use on natural resources, conducting interpretive nature programs, working with volunteers, and assisting with operations.

POSITION REQUIREMENTS: *this position minimally requires the following:*

CERTIFICATES OR LICENSES:

- Possession of a valid Ohio driver license, insurable by the Park District's insurance carrier and ability to conform to the driving standards policy as approved by the Board of Park Commissioners.
Insurable/Bondable
- Possession of, or potential to acquire a Commercial Pesticide Applicator's License within 1 month

EDUCATION AND /OR EXPERIENCE

At least a two-year degree in natural resources, biology or related fields. Demonstrated understanding of ecology and land management. At least 2 years experience working in the field in land stewardship and public engagement.

ESSENTIAL JOB DUTIES

- *Assist in the development and implementation of natural resource management plans including invasive species control, nuisance wildlife management, agroforestry, native species nursery management, forest stewardship and ecological restoration*
- *Develop and deliver nature education and citizen science programs to volunteers and the general public. Write relevant articles on nature and natural areas stewardship for the park newsletter and newspaper*
- *Coordinate volunteer and service learning opportunities for all ages in natural areas stewardship*
- *Cultivate professional affiliations and partnerships with federal, state and local agencies, nonprofit organizations and schools to carry out various stewardship projects*
- *Other duties as may be assigned.*

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

- Interest in and support of the Portage Park District mission
- Knowledge and experience in land management and nature education practices
- Experience with invasive species control, pesticide application, prescribed burning, trail maintenance and public-use monitoring.

- Proficiency in reading maps and using field guides and related digital applications to identify local flora, fauna and ecosystem types
- Proficiency with personal computer applications including word processing, spreadsheets and databases. Ability to collect data and navigate terrain using global positioning systems (GPS) and to conduct analysis and produce maps with geographic information system (GIS) software such as ArcGIS.
- Strong skills in oral and written communication, organization and problem solving; ability to engage the public in a positive and professional manner
- Proven ability to supervise volunteers and temporary employees and experience in administrating projects including budgeting and planning.
- Knowledge and experience in the proper and safe use of vehicles, tools and equipment related to stewardship, including: 4x4 pickup truck and trailer, tractor with front-end loader, chainsaws, mowers, pesticide sprayers, hand tools and power tools.
- Other: A pre-employment Background Check and Drug Test are required

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to drive a car, truck, tractor or all-terrain-vehicle, stand, sit, walk over rough terrain, cycle, use hands and fingers to handle, grasp, feel, type, reach with hands and arms, climb and balance. The employee is required to stoop, kneel, crouch, crawl and lift 80 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- While performing the regular duties of this job, the employee works in a natural park environment with exposure to a broad range of outside weather conditions including wet, windy and/or humid conditions and temperatures below 32 degrees and above 100 degrees for periods of more than an hour. The employee may be exposed to various communicable diseases, insects, animals and poisonous plants. The employee may be exposed to outside pollutants in the air, water or land.
- The employee is occasionally exposed to and moving mechanical parts. The noise level in this position may at times be extreme. The employee may be exposed to various chemicals, oils and pesticides.
- Employee is frequently required to travel to parks throughout the District
- Employee must maintain a respectable appearance and be able to pleasantly and helpfully interact with the public as necessary.
- Employee may have an irregular schedule if necessary and often may be required to work independently with little or no supervision, and as a team member or supervisor of a work crew.

The above Description represents the essential and most significant duties of this position. It is not intended to exclude other work duties, assignments and responsibilities not mentioned herein.

ACKNOWLEDGMENT

I acknowledge that I have been given a copy of the position description and that it is representative of the major duties and responsibilities of this position.

Employee

Date

Employee's Supervisor

Date