



## Job Description

<b>Job Title:</b>	Seasonal/Summer – Natural Resource Assistant
<b>Reports To:</b>	Natural Resource Manager
<b>Location:</b>	Central Shop
<b>FLSA Status:</b>	Seasonal/Nonexempt (Hourly) (10 weeks to 32 weeks)
<b>Starting Wage:</b>	\$12+/hour, commensurate with experience Amenities include free golf/cart rental, camping and shelter rental

**PURPOSE.** Assists with the restoration of ecological conditions that will sustain and preserve native plant and animal communities in the county’s prairies, wetlands and woodlands. As part of the Natural Resource department, performs routine unskilled manual labor tasks as assigned. A forty-hour work week is not guaranteed, and is dependent on weather conditions and workload. Typical workdays are Monday – Friday, 6:00a.m. - 2:30p.m., although an occasional Saturday or overtime work may be required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to, the following. Other duties may be assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result:

- Assists with habitat restoration projects such as land preparation, seed and plant collection, propagation and planting, erosion control projects, invasive species removal, and prescribed burning (training required).
- Helps with landscape projects such as planting trees, bushes and earth moving.
- Cuts trees and removes brush with hand tools and power equipment, and moves, loads and hauls trees, brush, and/or related materials and supplies in a safe and appropriate manner.
- Performs operator maintenance on hand tools and power equipment.
- Assists in construction of small development projects, small buildings, fences, etc. and some painting of signs and/or buildings.
- Maintains a working knowledge of and adheres to all risk management and safety programs and procedures.
- Maintains regular attendance and punctuality.
- Completes all other duties as requested.

**QUALIFICATIONS.** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Requires a valid Driver’s License. Must be at least 17 years old.

**KNOWLEDGE REQUIRED FOR THE ROLE.** Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to work effectively and safely. Ability to drive standard transmission equipment desired.

**EDUCATION and/or EXPERIENCE.** High School diploma or general education degree (GED) preferred. Some training in agriculture, park and recreation management, horticulture, forestry, or other related field desired. Some experience in manual labor and ability to use power equipment required.

**MACHINES, TOOLS, AND EQUIPMENT.** Pickup trucks, trailers, tractors, mowers (riding and push), brush chippers, chain saws, and all other related horticulture hand and power tools commonly used in lawn maintenance, land restoration, farming and small construction jobs. Must be able to drive a vehicle.

**PHYSICAL DEMANDS.** Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT.** Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, outside weather conditions, and vibration. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and risk of electrical shock. The noise level in the work environment is usually moderate.

THE FOREST PRESERVES OF WINNEBAGO COUNTY  
IS AN EQUAL OPPORTUNITY EMPLOYER