



## Job Description

**Job Title:** Natural Resource Assistant - Seasonal

**Reports To:** Natural Resource Manager

**Department:** Natural Resources

**FLSA Status:** Seasonal/Non-exempt (Hourly)

**Starting Wage:** \$16.50 per hour

### POSITION SUMMARY

The Seasonal Natural Resource Assistant will work to restore the ecological conditions that promote and preserve native plant and animal communities in the Forest Preserves of Winnebago County's prairies, wetlands and woodlands. 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 the following. Other duties may be assigned.

#### Wildlife Research Support

- Assist wildlife biologist with wildlife management activities, which may include wildlife surveys and animal trapping
- Assist with small development projects, which may include fence removals, building removals, and earthwork projects.

#### Habitat Management Support

- Apply herbicide to invasive species under the supervision of full-time staff in accordance with the department's management plan
- Harvest, process, and distribute native seed
- Remove trees and brush with hand tools and power equipment, and moves, loads and hauls trees, brush, and/or related materials
- Assist with the propagation of plants in a greenhouse setting. May also install native plants, trees, and shrubs and perform routine maintenance, including watering and mulching.

#### General Operations

- Maintain a working knowledge of and adhere to all risk management and safety programs and procedures.
- Perform operator maintenance on hand tools and power equipment.
- Maintain regular attendance and punctuality.

**TRAINING.** Over the course of employment, Seasonal Natural Resource Assistants will gain the skills necessary to complete the essential duties and responsibilities, which may include:

- Become familiar with the flora and fauna of Winnebago County
- Learn about ecological restoration and natural resource management
- Learn how to safely drive a truck and pull a trailer
- Learn how to operate an off-road utility vehicle and light tractor
- Learn how to use a variety of hand and power equipment, including loppers, handsaws, chainsaws, brushsaws, and water pumps
- Become an Illinois licensed pesticide operator

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED FOR THE JOB.** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requires a valid Driver's License. Must be at least 18 years old. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to work effectively and safely.

**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.** 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.** 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.

FPWC will provide reasonable accommodations, in accordance with the applicable law, to enable qualified individuals with disabilities to perform the essential functions of the position.

**EQUAL OPPORTUNITY EMPLOYER.** The Forest Preserves of Winnebago County is an Equal Opportunity Employer and is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind and do not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, veteran status, or any other characteristic protected by federal, state, or local law. All employment decisions are made on the basis of qualifications, merit, and business need.