



## Job Description

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| <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> | \$13+/hour, commensurate with experience<br>Additional \$1/hour for possessing valid Illinois pesticide operator license<br>Amenities include free golf/cart rental, camping and shelter rental |

**PURPOSE.** The seasonal natural resource assistant will work to restore the ecological conditions that 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:

- Assist with the harvesting, processing, and distribution of native seed
- Assist with the propagation of plants in a greenhouse setting. Will also install native plants, trees, and shrubs and perform routine maintenance, including watering and mulching.
- If licensed, chemically treat unwanted vegetation under the supervision of full-time staff in accordance with the department's management plan
- Help with landscape projects such as planting trees, bushes and earth moving.
- Remove trees and brush with hand tools and power equipment, and moves, loads and hauls trees, brush, and/or related materials
- 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.
- Other duties may be assigned.

**TRAINING.** Over the course of employment, season 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

**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.

**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.** 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.

Please apply HERE <https://www.winnebagoforest.org/seasonal-application>

THE FOREST PRESERVES OF WINNEBAGO COUNTY  
IS AN EQUAL OPPORTUNITY EMPLOYER