



Harrison County Conservation  
2725 Easton Trail  
Woodbine, Iowa 51579  
(712)647-2785

## **POSITION DESCRIPTION**

**DEPARTMENT TITLE:** Natural Resource Manager  
Harrison County Weed Commissioner

**REPORTS TO:** Executive Director

**SUPERVISES:** Season Staff

**FSLA STATUS:** Non - Exempt

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### **PURPOSE OF POSITION:**

Under the general direction of the Conservation Director, maintains the department's natural areas, equipment, and park maintenance. Coordinates with other staff on implementing the management practices for all wildlife areas and parks. Acts as the Harrison County Weed Commissioner.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Natural Resource Manager**

- Maintains wildlife areas and their resources as directed.
- The ability to employ the principles of conservation, wildlife, and fish management and natural resource preservation.
- The ability to identify and understand the life cycle of pertinent plant species.
- Invasive species control; Timber stand improvements in forested areas; Prairie renovations, seeding, and maintenance; Manage and maintenance of food plots.
- Prescription fire management; Wetland water control.
- Maintain property boundaries by inspecting, building, and repairing fences; Adding or replacing boundary signage; Trimming boundary lines.
- Maintain and create walking and hiking trails.
- Assist in Land Management Policy building; Grant writing; Take and organize pictures for department archives.
- Participate in habitat management with various governmental and non-governmental organizations – including INHF, TNC, PF, DU, Whitetail Unlimited, and Turkey Federation.
- Assist in general grounds keeping duties, including mowing, trimming, seeding, fertilizing, and tree planting/maintenance.
- Constructs, paints, maintains/repairs park facilities and structures.
- Cuts and splits firewood.
- Assists in the maintenance of parks by cleaning showers, latrines, shelters, and cabins; Collects and disposes of debris and garbage.
- The ability to establish effective working relationships with the public, co-workers, and supervisors.
- Attends regional and statewide meetings.

### Harrison County Weed Commissioner

- Responds to, and controls if necessary, all noxious weed complaints in Harrison County.
- Maintains records; Use of GPS mapping; Develop and assesses short and long term strategies and goals.
- Monthly meetings with updates to the Board of Supervisors.
- Coordinates, implements, and updates a social media campaign using HarrisonCountyIa.org website and Facebook; Generate news releases to raise awareness.
- Promote public awareness and education by answering questions, responding to questions, sharing information, and giving presentations; Works closely with different agriculture organizations.
- Attends regional and statewide meetings and trainings; Represents the Board of Supervisors at public meetings.

### QUALIFICATIONS:

- **Education:** Graduation from a two (2) year college or university with major coursework in natural resource/science or related field.
- **Experience:** Minimum of two (2) years of progressive field experience, and a demonstrated knowledge of areas of natural resource management, and progressive thought.
- Must be willing to work weekends, holidays, irregular or special event hours, if necessary.

### USEFUL CERTIFICATIONS AND TRAINING:

- S130/S190 Fire Training
- Commercial Applicators License – forestry, road-right-of-way, turf
- First Aid/CPR certification
- Iowa Driver's License and Class A CDL

**Or Able to Obtain within One (1) Year of Offer of Employment**

### MINIMUM PHYSICAL & MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL DUTIES/FUNCTIONS:

- *Field work* is the most extensive, and involves the use and maintenance of vehicles, tractors, mowers, trailers, chainsaws, trimmers, boats/motors, sprayers/chemicals, construction tools, hand/power tools, fire equipment, and painting equipment. Must have the ability to safely perform and withstand heavy, manual, outdoor labor for extended periods of time, and to safely perform a wide range of physical tasks, on uneven ground, in a variety of locations. Must be able to lift and carry 75 pounds or more.
- *Administrative duties* require the use of personal computers and programs – Microsoft Office – Word, Excel, and Power Point or like programs; Office Communications systems (email, phone, voicemail, text), ; Ability to use basic math; Ability to interact with a variety of people in a variety of circumstances; Multi-tasking; Work involves numerous interruptions.

**Will be subject to pre-employment background check, driving record, physical and drug screening.**

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1. Marginal functions of this position that are incidental to the performance of essential job duties have been excluded from this job description.
  2. Essential duties and responsibilities are subject to modification to reasonably accommodate qualified individuals with or without disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with the County.
  3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by their supervisor. Initiative and Integrity are a must.
  4. The County reserves the right to change or re-assign job duties or combine positions at any time.

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Employees Signature

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Supervisors Signature/Title

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Date

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Date