

**POTTAWATTAMIE COUNTY CONSERVATION BOARD
JOB DESCRIPTION**

POSITION TITLE: Park Ranger Intern

REPORTS TO: Park Ranger

SUPERVISES: None

PURPOSE OF POSITION: Responsible for assisting Park Rangers with the management of assigned County parks and/or properties in accordance with Conservation Board policies, state laws, and standard conservation practices. The Park Ranger Intern program operates from May 15 through September 15, school schedule permitting.

ESSENTIAL FUNCTIONS:

Assist Park Ranger with the management of county parks including maintenance and public relations.

Register campers, collect user, camper and other miscellaneous fees and provide receipts of payment. Prepare and collect fees for shelter rentals.

Perform routine ground maintenance in parks and assigned properties including, but not limited to mowing, trimming, pruning, and trash removal.

Perform road and trail maintenance duties such as blading and filing holes.

Perform routine building maintenance and clean and stock supplies in park facilities such as restrooms, shower houses, and shelters.

Assist Park Ranger with the development and presentation of educational programs, projects, and events that promote conservation ethics, and natural resource appreciation.

Assist Park Ranger with the supervision of seasonal staff and volunteers.

Patrol parks in vehicles and on foot to perform public relations through personal contacts with users, enforce laws, rules and regulations and warn those in violation.

MARGINAL FUNCTIONS:

Perform other functions as directed or as the situation dictates.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES:

General knowledge of and/or ability to learn principles of conservation, wildlife, and fish management and natural resource preservation.

General knowledge of the care and safe operation of both manual and power tools and equipment used in maintenance and repair tasks.

General knowledge of routine maintenance and repair to equipment, grounds, and facilities.

General knowledge of various outdoor recreational activities, such as boating, hiking, camping, fishing and canoeing.

Ability to understand and follow both oral and written instructions.

Ability to accurately prepare and maintain basic departmental records and reports.

Ability to establish and maintain effective working relationships with supervisors, fellow employees, various civic organizations, and the general public.

ESSENTIAL EDUCATION, CERTIFICATION, AND/OR LICENSES:

Must have a valid driver's license and maintain it throughout the course of employment. Must have a good driving record.

The incumbent cannot have been convicted of a felony in the past 2 years.

CPR and basic first aid certification is preferred.

ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Attendance at work is an essential function of this position. Work is performed indoors and outdoors and requires a considerable amount of physical activity, including extended periods of sitting, standing, kneeling, bending, crouching, reaching, stooping and climbing. Duties require the ability to walk for extended periods of time and the incumbent must have the ability to maneuver over rough terrain, climb steep banks and maneuver over ditches and uneven ground. An incumbent must have the ability to tolerate outdoor weather conditions for extended periods of time and must be able to work in direct sunlight. An incumbent must also have the ability to transport themselves to and from various locations throughout the County and surrounding jurisdictions.

Duties also require the ability to tolerate an indoor and outdoor work environment that includes contact with dirt, dust, noxious odors, poor lighting, confined spaces, electrical hazardous, hazardous chemicals, vibrations, dampness, wetness, and inclement weather conditions. An incumbent must have the ability to frequently lift, push, pull and/or carry equipment, supplies and other materials weighing up to 50 lbs., and to occasionally lift, push, pull and/or carry equipment, supplies and other materials weighing up to 75 lbs. An incumbent must also possess the hand-eye coordination and manual dexterity necessary to use hands and arms to reach, finger, handle, grasp, and feel, and operate the following: vehicles, computers, hand and power tools, and any other pieces of equipment that are used to perform the essential functions of the job.

Work hours may occasionally be required before or after business hours. Noise level can be moderate to intense. Vision abilities, correctable to normal ranges, include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. Communication abilities include the ability to talk and hear within normal ranges.

Work requires interaction with the general public and may be stressful when dealing with irate citizens and/or time constraints.

OTHER:

1. Internships may qualify for college credit.
2. Hours will include holidays, evenings, and weekends.
3. Professionalism and good public relations are essential, as is time management.
4. Performance evaluations will be completed.

POSITION LOCATIONS:

Pottawattamie County, Iowa, park and recreation areas:
Arrowhead Park, Narrows River Park, Hitchcock Nature Center, Botna Bend Park, Olde Town Park, Farm Creek Public Wildlife Area and other smaller areas and other duties as assigned.

The Pottawattamie County Conservation Board will provide equal employment opportunities to all candidates as set fourth in state and federal law and our own EEO policies.

EMPLOYEE POSITION ACCEPTANCE:

I have thoroughly discussed the essential functions, education and experience related to this position with my supervisor, and I fully understand what is required of me in this position. I hereby accept this position and agree to perform the tasks required to the best of my abilities.

Employee Signature

Date

Supervisor Signature

Date