Job Description – Conservation Technician  
O’Brien County Conservation Board

DESCRIPTION

This job includes performing a full spectrum of park and conservation area maintenance responsibilities for all areas managed by the Conservation Board.

HEADQUARTERS

Mill Creek State Park, 5660 – 460th St, Paullina, IA  
Prairie Heritage Center, 4931 Yellow Ave, Peterson, IA

STARTING SALARY

$ 36,000 – 38,000 annual salary with health insurance, IPERS, vacation and sick leave

- Vacation: 1-5 years – 10 working days; 6-10 years – 15 working days; 11 years – 16 working days. Vacation time will be accrued immediately but not available for use until after the first year of employment.
- Sick Leave: 8 hours per pay period. No sick leave shall accrue during the first 6 months.
- Holidays: New Year’s Day, Presidents Day, Memorial Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving, the day after Thanksgiving, and Christmas. Christmas Eve or Good Friday will be a holiday – the decision made by the board of supervisors.
- Personal Time: 3 days annually – not to be taken during the first 6 months.
- Work hours: 7:00 – 3:30 – Monday through Friday. Occasional overtime may be requested.
- Introductory Period: Employee evaluations will be conducted at 90 days, 6 months, one year and yearly thereafter. Probationary period ends at 6 months.

This will include non-typical, non-standard hours – evening and weekend work will be required.

SUPERVISION RECEIVED

This position is under the immediate supervision of the Conservation Board Director. All employees of the Conservation Board are under the general supervision of the Conservation Board members.

SUPERVISION EXERCISED

Some supervisory work will be required.

DUTIES AND RESPONSIBILITIES

- Provides park maintenance such as mowing, weeding, painting, garbage pickup, cleaning and other duties as assigned.
- Enforces local rules and regulations of the Conservation Board.
- Provide periodic public programming and educational services at the Prairie Heritage Center and in other public areas such as classrooms, libraries, parks, etc.
- Communicates with campers and other park users in the areas
- Participates in fish and wildlife management and improvement activities including but not limited
to fisheries construction and maintenance, maintaining wildlife plots, etc.
- Serves as land manager in wildlife areas with duties such as planting, chemical application,
mowing, baling hay
- Provides construction services including but not limited to construction, roofing, electrical
work, concrete work
- Transports and spreads materials such as rock, gravel, dirt
- Serves in various capacities in the prescribed fire program including walking distances,
carrying a backpack, operating machinery, etc.
- Other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to follow written and oral directions
- Valid Iowa Driver’s License
- Knowledge of or willingness to learn to identify prairie plants, animals, etc.
- Characteristics: friendly, self starter, motivated, punctual, team-player, attentive to detail,
people-person yet able to work and be alone at the center, willingness to learn new things,
ability to multi-task

**PHYSICAL DEMANDS**

- Ability to routinely lift 50 pounds
- Ability to routinely stand, sit, walk, operate equipment and hand tools, kneel, stoop, balance,
and climb
- Must be able to be on feet for a minimum of one hour and to sit in the same position for
extended periods of time.
- Must be able to reach above head
- Reasonable accommodations may be made to enable individuals with disabilities to perform
essential function
- Pre-employment physical is required.

**APPLICATION PROCESS**

Please send resume and cover letter to O’Brien County Conservation Board, Attention: Board Chairman at 4931
Yellow Ave., Peterson, IA 51047 by June 17, 2021.