

Resource/Maintenance Tech

POSITION DESCRIPTION

Department:	Conservation	FLSA Status:	Non-Exempt
Reports To:	Executive Director & Operations Supervisor	Union Status:	Non-Union
Supervises:	No	DOL Status:	Full Time
Job Code / EEOC Cat:	Click to enter text.	Date Revised:	9/23/2026

Position Purpose

A permanent, full-time position under the direct supervision of the Clayton County Conservation Board's Executive Director. This employee works alongside the Operations/Maintenance staff to carry out the daily and long-range work activities in maintenance, resource management, recreation and natural areas of the Clayton County Conservation Board. Work involves the overall maintenance for parklands, facilities and equipment particularly in regard to recreation and natural resource management.

Position Responsibilities

ESSENTIAL FUNCTIONS OF THE JOB

- Assist with opening and closing the Osborne Conservation Center Native Wildlife Exhibit, including animal chores, caretaking & enrichment, and regular cleaning of animal pens
- Assist in the general upkeep of the Conservation Parks and Natural Areas including but not limited to restroom cleaning, grading parking areas, seeding, prescribed burns, tree debris removal, mowing, trimming, stocking facilities, snow removal, and storm and flood clean-up
- Track and assemble reports including but not limited to equipment maintenance & replacement schedules, monthly receipts, park maintenance schedules, capital improvement project plans, safety inspections of Conservation Property, USDA and Veterinary inspections of the Animal Exhibit, campground registrations, and inventory of supplies and materials on hand
- Maintain recreational amenities including trails, archery range, disc golf course, and canoe landings using hand and power tools.
- Develop and execute short- and long-range management plans on county properties.
- Prepare grant proposals and secure additional funding for county conservation board projects
- Recognize and relay problems or concerns with the parks
- Answer requests for information about conservation, education programs and recreation areas
- Train and supervise seasonal staff
- Work within an approved budget with expenses pre-approved by the Director
- Maintain a daily log of work activities
- Maintain long-range documentation of land management projects, e.g. tree plantings, prescribed burns, invasive plant management, etc.
- Develop interpretive and orientation materials, e.g. maps, exhibits, newsletters, wayside signage, etc.

- Occasionally develop and deliver public programs or events

ADDITIONAL EXAMPLES OF WORK PERFORMED

- Operate machinery
- Service and repair machinery
- Plan, coordinate with other staff, and supervise prescribed burns
- File records and materials
- Assist partner organizations with habitat improvement projects
- Develop organizational partnerships and recruit volunteers
- Train and assist volunteers at the Conservation Center
- Attend training and certification classes
- Document incident reports and present to Director for the County Safety Committee
- Other duties as assigned

Position Requirements

This position requires knowledge and experience in natural resource management and park maintenance practices. This employee must be willing to work a flexible schedule, which includes weekend hours and occasional evening assignments. This employee may be required to attend monthly Conservation Board meetings to provide input on natural areas, equipment, facilities and long-range planning.

Education, Licenses, Certifications, and Training Requirements:

- Must be 18 years of age or older
- High School graduate or GED equivalent
- College degree in Conservation or Environmental Science *preferred*
- Valid driver's license
- Must pass a pre-employment physical through the county's provider
- Must have or be willing to acquire CPR/First Aid certificate
- Hunter Education Instructor Certificate *preferred*
- Familiarity with Iowa Code, Chapter 350 emphasis *preferred*
- Must have or be willing to acquire Iowa Pesticide Applicator Certification
- Must have or be willing to acquire S130-S190 Wildland Fire Certification

Experience:

- Three or more years of experience in a Conservation related field *preferred*

Knowledge, Skills, and Abilities:

- Ability to analyze and interpret data and prepare reports, statements and projections
- Ability to communicate with the public in a tactful and courteous manner
- Ability to understand and follow oral and written instructions
- Knowledge of personal computer operation, and other basic office equipment
- Basic knowledge of trail construction and maintenance
- Knowledge of land management principles and experience carrying out management plans
- Proficiency with hand and power tools, including maintenance and troubleshooting

- Ability to use GPS/GIS technology and software to map and track work projects
- Ability to assist the public in obtaining information about outdoor recreation including fishing, camping, hunting, environmental education programs and other related information
- Ability to occasionally lift 50lbs or more, climb ladders, work with arms above shoulders, work outdoors in all seasons, and hike up to 5 miles over rough terrain
- Maintain up-to-date knowledge on best practices for conservation & resource management
- Ability to self-start and find work projects
- Experienced with prescribed burning

Work Environment & Physical Demands:

The work environment and physical demands described here are those of which must be meant by the employee to successfully perform essential functions of said position. Accommodations within reason may be made to enable any individuals with disabilities to perform the essential functions of their position.

- The duties of this position require constant exposure to dust, noise, vibrations from tool usage, excessive heat/cold, working around moving equipment, and working near trip/fall obstacles. This position will occasionally be exposed to different chemical, biological, and traffic hazards while performing duties.
- Frequent standing, sitting, bending, walking, balancing, reaching, and lifting are required to perform regular duties. Will be required to frequently lift 0-50lbs, and occasionally carry 50+lbs (anything over 50lbs will be moved by two people).
- This position's duties require the worker to adhere to the conservation board's personal protective equipment (PPE) policy and utilize the required PPE required for given duties. All PPE will be furnished as required.

This position shall have ability to carry out these duties and responsibilities in conformity with established policies and procedures and shall utilize time in such a way as to fulfill the objectives of this position and the County.

This job description is not intended to be all-inclusive. An employee will also perform other reasonably related business duties as assigned by the immediate supervisor and other management as required.

Clayton County reserves the right to revise or change the job responsibilities as business needs arise. This job description does not constitute a written or implied contract of employment, other than an "at-will" employment relationship.

Reviewed and Acknowledged:

Employee: _____

Date: _____

Reviewed and Approved:

Supervisor: _____

Date: _____

Dept Head: _____

Date: _____

HR Designee: _____

Date: _____