

Job Title: Habitat Restoration Technician Intern
Department: Natural Resource
Reports to: Joshua Sage, Restoration Projects Manager

Position Summary:

This position functions to implement natural resource management of the Boone County Conservation District. Additional responsibilities include: Working in cooperation with managers and employees as needed to carry out the mission of BCCD...

Essential Function/Percentage of Time Spent on Each Activity

1. **Weed Control** – Removing nonnative and aggressive species from native restorations and remnants. This involves techniques such as hand pulling and using mowing equipment. This task is physically demanding. 35% (percentage of time spent on this activity)
2. **Spraying and mixing herbicides** - Use unrestricted pesticides as foliar spraying and stump treatments on invasive species within native habitat areas both remnants and restorations. An herbicide training and certification is needed. 15% (percentage of time spent on this activity)
3. **Plant native plugs** - Implement planting of trees, shrubs, forbs, grasses, and sedges both in the field and in a greenhouse setting. This requires constant bending, kneeling, and crouching. 10% (percentage of time spent on this activity)
4. **Tree and Brush Removal** - Remove nonnative and invasive trees and brush within restorations and remnants. Knowledge in chainsaw safety and technique is required. 10% (percentage of time spent on this activity). **If an intern is working through the winter months 70% of the job will focus on brush removal.*
5. **General Maintenance** - Because we are such a small organization interns might need to help with daily general maintenance. This can include the following: litter clean-up, fixing equipment, light construction, vandalism repair, painting, mowing and storm damage clean-up. 5% (percentage of time spent on this activity)
6. **Educational Programming** - Design and implement programs relating to natural resource management. These programs will be presented to summer camp and the general public. 10% (percentage of time spent on this activity)
7. **Collect Seed** - Collect seed from native plant material on district property. This is done throughout the year. A large emphasis on seed collecting is in the fall. 5% (percentage of time spent on this activity)
8. **Maintenance on recently developed restorations** - Use of a tractor with a three point hitch brush mower to maintain recently planted prairie. This keeps invasive species under control allowing native plant materials time to become established. 5% (percentage of time spent on this activity)

9. **Loading, unloading, and transporting heavy equipment** - Must be able to assist with loading and unloading large equipment such as tractors, skid steers, and mowers. Must be competent in driving a large vehicle pulling a trailer. 5% (percentage of time spent on this activity)

Tasks

- Remove nonnative and aggressive species within habitat restorations and ecological remnants
- Propagate native seed in a greenhouse setting
- Transplant seedlings in a greenhouse setting
- Transplant large trees and shrubs
- Develop and present educational programs relating to natural resource management.
- Mix and apply herbicides in accordance with labels and training
- Collect native seed to be used on projects on district property
- Assist Restoration Projects Manager and/or Restoration Technician with recording daily work performed, work schedules, and assigning work tasks.
- General maintenance, which can include the following: litter pick-up, tree and brush removal, and minor general maintenance on equipment, light construction, vandalism repair, mowing, and painting.
- Safely operate district vehicles
- Safely use a tractor with implements
- Safely operate district vehicles while pulling a trailer
- Load and unload equipment such as ATV's, tractors, skid steer loaders, and mowers.
- Use hand held tools and landscape equipment such as: drills, reciprocating saws, chainsaws, clearing saws, pole pruners, hedge trimmers, weed wackers, and rototillers, in a safe and efficient manner.

Minimum Job Requirements

- Must be 18 years of age or older with a valid drivers license.
- Work with a minimum amount of supervision and able to solve problems.
- Ability to operate District vehicles and landscape equipment in a safe manner.
- Ability to learn and understand BCCD rules, regulations, and district information and be able to convey this information to park users.
- Ability to work weekday evenings and or weekend hours.
- General knowledge of building and ground maintenance.
- Ability to work as part of a crew.

- This position requires the individual to operate vehicles and landscape equipment, manual physical labor including: lifting, bending, walking, and standing in extreme weather conditions. Position requires the ability to lift 50 lbs.
- Ability to work outside/inside and under all types of weather conditions.

Knowledge/Education/Experience

Education and Training - Knowledge of teaching and instruction for individuals and groups.

Mathematics - knowledge of arithmetic, basic algebra, and geometry, and their application.

English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Geography - Knowledge of principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life.

Skills

Coordination - Adjusting actions in relation to other actions.

Time management - Managing ones own time

Speaking - Talking to others to convey information effectively

Active listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Equipment Selection - Determining the kind of tools and equipment needed to do a job

Reading Comprehension - Understanding written sentences and paragraphs in work related documents.

Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

Complex Problem Solving - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Writing - Communicating effectively in writing as appropriate for the needs of the audience.

Mathematics - Using mathematics to solve problems

Active Learning - Understanding the implications of new information for both current and future problem solving and decision-making.

Social Perceptiveness - Being aware of others reactions and understanding why they react the way that they do.

Troubleshooting - Determining causes of operating errors and deciding what to do about it.

Repairing - Repairing machines or systems using the needed tools.

Service Orientation - Actively looking for ways to help people.

Operation Monitoring - Watching the gauges, dials, or other indicators to make sure a machine is working properly.

Work Activities

Gathering Information - Observing, receiving, and otherwise obtaining information from all relevant sources.

Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, coworkers, and subordinates by telephone, in written form, e-mail, or in person.

- Attend staff meeting

- Consult with managerial or supervisory personnel

Making Decisions and Problem Solving - Analyzing information and evaluating results to choose the best solution and problem solving.

Identifying Objects, Actions, and Events - Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.

Training and Teaching Others - Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.

- Develop and present educational programs relating to natural resource management to summer camp and the general public.

Judging the Qualities of Things, Services, or People - Assessing the value, importance, or quality of things or people.

Performing General Physical Activities - Performing physical activities that require considerable use of your arms and legs and moving your body, such as climbing, lifting, balancing, walking, and stooping, and handling of materials.

- Be physically able to lift 50 lbs. (repeatedly if needed)
- Fell or buck trees
- Stack or move brush
- Be physically able to carry 40 lbs. on your back

Handling and Moving Objects - using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.

- Use hand tools, power tools, and wrenches
- Mix paint, ingredients, or chemicals, according to specifications
- Use herbicides, fertilizers, pesticides or related products
- Repair equipment

Documenting/Recording Information - Entering, transcribing, recording, storing, or maintaining information in written and/or electronic form.

- Prepare and deliver reports, or other documents as directed

Evaluating information to Determine compliance with Standards - Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

Processing Information - Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

Thinking Creatively - Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.

Controlling Machines and Processes - Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles)

- Operate equipment or machinery
- Use chain saws

- Use hand or power tools
- Use power mower, etc.

Communicating with Persons Outside Organization - Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.

Developing and Building Teams - Encouraging mutual trust, respect, and cooperation among team members.

Operating Vehicles, Mechanized Devices, or Equipment - Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts, skid steer loaders, tractors, passenger vehicles, ect.

- Use truck mounted hydraulic lifts or other accessories
- Operate tractor with implements

Maintain Interpersonal Relationships - Maintain constructive and cooperative working relationships with others.

Assisting and Caring for Others - Providing personal assistance, basic first aid, emotional support, or other personal care to others such as customers and coworkers.

Interacting with Computers - Using computers to enter data, or process information.

Performing for or Working Directly with the Public - Performing for people or dealing directly with the public.

Work Context/Physical Function

Outdoors Exposed to Weather - This position will require the employee to perform work in all kinds of weather and climactic conditions.

Contact with Others - This position requires the ability to interact positively with the public, personnel from agencies or organizations, and co-workers.

Spent Time Standing - A small percentage of time will be spent standing, however this will most often involve other movement such as when operating a table saw or other tools.

Exposed to Contaminants - This position will expose the employee to dust, odors, welding gases, oils, solvents, herbicides, and other potentially hazardous substances.

Spend Time Walking and Running - The job does not require any running, but does involve some walking on trails, between buildings, and at various job sites.

Spent Time Using Your Hands to Handle, Control, or Feel Objects, Tools, or Controls - A large portion of this job requires using your hands to handle, control, or feel objects, tools or controls.

Exposed to Minor Burns, Cuts, Bites, or Stings - Potential exposure to minor burns, cuts, bites or stings could occur on a daily basis.

Very Hot or Cold Temperatures - The position involves performing various year round outdoor tasks, often with direct involvement in the task being performed.

Spend Time Kneeling, Crouching, Stooping or Crawling - Daily

Importance of Being Exact or Accurate - Important - repair work needs to be done correctly
Extremely Bright or Inadequate Light - Infrequently
Indoors, Environmentally Controlled Environment - Occasionally (less than 5% of the time)
Consequence of Error - This position is exposed to some risk for consequence of error
Spend Time Bending or Twisting the Body - Daily
Spend Time Sitting - Daily - Vehicle usage, paperwork, programming
Exposed to Hazardous Conditions - Occasionally
Deal with External Customers - Important
Exposed to Hazardous Equipment - Daily
Spend Time Making Repetitive Motions - Infrequently
Frequency of Conflict Situations - Occasionally
Cramped Work Space, Awkward Position - Occasionally
Wear Common Protective or Safety Equipment such as Safety Shoes, Glasses, Gloves, Hearing Protection, Hard Hats - Daily
Deal With Unpleasant or Angry People - Occasionally
Spent Time Keeping or Maintaining Balance - Occasionally
Importance of Repeating Same Task - Infrequent
Sounds, Noise Levels are Distracting or Uncomfortable - Daily
Degree of Automation – Moderately; use of tractors, trucks, ATV's
Exposed to Radiation - None
Spend Time Climbing Ladders, Scaffolds, or Poles - Occasional
Exposed to High Places - Infrequently
Deal With Physically Aggressive People - Infrequently
Exposed to Whole Body Vibration - Occasional
Wear Specialized Protective or Safety Equipment such as Breathing Apparatus, Safety Harness, Full Protection Suits, or Radiation Protection - Infrequently

Equipment Used

- Tractors
- ATV's
- Trucks
- Hand tools

Specialized Knowledge, Licenses, ect.

- Herbicide training and certification
- Chainsaw training

Supervisory Responsibilities

- None

Additional Comments

Approved By:

Review Date: