



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

POSITION DESCRIPTION

DEPARTMENT TITLE: Resource Technician

REPORTS TO: Program Manager
& Executive Director

SUPERVISES: Welcome Center Specialists & Seasonal Staff

FSLA STATUS: Non - Exempt

NAME:

REVISION DATE: March 2024

PURPOSE OF POSITION:

Responsible for the daily maintenance and appearance of the Historical Village & Iowa Welcome Center facilities and surrounding grounds and assists in the overall management of the program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Works directly with Program Manager in all aspects of department policies.
- Maintains grounds by mowing, trimming, floral beds, and tree care; maintains buildings by cleaning, painting, staining, and minor construction repairs.
- Maintains trails and amenities; applies herbicides; general repairs to walking surfaces.
- Maintains the overall appearance of the facility by cleaning restrooms, sweeping floors, and disposing of trash.
- Maintenance, repairs, and general upkeep of all buildings and their contents; Use of assorted power and hand tools, construction equipment, and cleaning products; Safely operates grounds keeping equipment, including mowers, weed cutters, and vehicles.
- Greets and assists the traveling public by providing information concerning Harrison County, surrounding areas and destinations; stock brochure racks.
- Assists with various programs, including Farmers Market & School Programs; Prepares cherry drink, including labeling, bottling, and storing.
- Ability to establish effective working relationships with the public, co-workers, and supervisors.
- Monitors supplies and makes purchases when needed.
- Attends regional and statewide meetings.

QUALIFICATIONS:

- **Education:** Graduation from High School or G.E.D.
- **Experience:** Minimum of two (2) years of progressive grounds keeping and maintenance experience, or similar, and a demonstrated knowledge of areas of progressive thought.
- Must be willing to work weekends, holidays, irregular or special event hours, if necessary.

USEFUL CERTIFICATIONS AND TRAINING:

- Valid Driver's License
- First Aid/CPR certification
- Commercial Pesticide Training
- Serve Safe Certification

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

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

- Field duties are the most extensive, and involve the use and maintenance of mowers, weed trimmers, sprayers/chemicals, construction tools, hand/power tools, and cleaning supplies. Must have the ability to safely perform in a variety of weather conditions, and to perform a wide range of physical tasks, on uneven ground, in a variety of conditions. Must be able to lift and carry 50 pounds or more.
- Administrative duties require the use of personal computers and programs – Microsoft Office; Office Communications systems (email, phone, voicemail, text); Ability to use basic math; Basic accounting practices; Ability to stand for extended periods of time; 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.

-
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 employees and incumbents are encouraged to discuss possible accommodation 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.

Employees Signature

Supervisors Signature/Title

Date

Date