

Job Title: Natural Areas Technician Intern
Department: Natural Resources Management
Reports to: Joshua Sage, Natural Resources and Natural Areas Mgr.
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Position Summary:

This position functions to assist in implementing natural resources 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 the BCCD; *Assist with the everyday tasks associated with natural resources management and habitat restoration.

Essential Function/Percentage of Time Spent on Each Activity.

1. Maintenance on recently developed habitats. Controlling invasive plant species throughout conservation district properties and projects. 30% (percentage of time spent on this activity)
2. Spraying and mixing herbicides - Use unrestricted pesticides on invasive species within habitat areas both remnants and restorations. An herbicide training and certification is needed. 25% (percentage of time spent on this activity)
3. Tree and Brush Removal - Remove nonnative and invasive trees and brush within restorations and remnants. Knowledge in chainsaw safety and technique is required. 5% (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.
4. General Maintenance - Because we are such a small organization interns might have 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)
5. Educational Programming - Design and implement programs relating to natural resource management. These programs will be presented to summer camp and the general public. 5% (percentage of time spent on this activity)
6. Collect and Clean 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. 15% (percentage of time spent on this activity)
7. 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)

8. Prescribed Burning - Assist with ecological prescribed burning with BCCD staff, this involves burning, preparation, and training also involved. 5% (percentage of time spent on this activity)

9. Plant native plugs - Implement plantings of trees, shrubs, forbs, grasses, and sedges both in the field and in a greenhouse setting. This requires constant bending, kneeling, and crouching. 5% (percentage of time spent on this activity)

Tasks

- Propagate native seed in a greenhouse setting
- Transplant seedlings in a greenhouse setting
- Transplant 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 in projects on district property.
- 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 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 eighteen 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 can convey this information to park users.
- Ability to work weekday evenings and or weekend hours.
- Ability to work as part of a crew.
- This position requires the individual to operate vehicles, manual physical labor including: lifting, bending, walking, and standing in extreme weather conditions. Position requires the ability to lift 45 lbs.
- Ability to work outside/inside and under all types of weather conditions.
- Ability to work overtime when needed.

Preference will be given to applicants who have:

- 1- Experience with chainsaws along with completion of a safety course.
- 2- Certified Illinois Pesticide ID card, Applicator preferred.
- 3- Basic knowledge of native and invasive species of Illinois.

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

Getting 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.

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.

Spend Time Standing

A small percentage of time will be spent standing.

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 walking on trails, between buildings, and at various job sites.

Spend 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 - applying herbicide must be applied at the correct rates and times.

Important - prescribed burning can leave little room for error, tasks must be done with care and accuracy

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, skid steers, 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
- Trailers
- Chain saws
- Clearing saws

Specialized Knowledge, Licenses, ect.

- Herbicide training and certification
- Chainsaw training

Supervisory Responsibilities

- none