



Natural Areas and Resources Technician I/ Non-exempt

The Natural Resources Technician I, under the direct supervision of the Natural Areas and Resources Manager, is a full-time position responsible for:

1. Assisting in the implementation of natural resources management on Boone County Conservation District (BCCD) managed lands.
2. Having knowledge of native flora and fauna of Boone County, Illinois.
3. Safely operating district vehicles and equipment.
4. Acting as a crew leader to part time and seasonal staff.
5. Working in cooperation with directors, managers, and employees to carry out the mission of the BCCD.
6. Understanding all BCCD rules, regulations, and district information and can convey this to conservation area users.

Duties include, but are not limited to:

Assist with establishing and maintaining high quality natural areas on BCCD managed lands 75% of the total time

- Using, loading, and transporting equipment relevant to land management activities.
- Herbicide application and mixing.
- Collection and cleaning of native seed.
- Prescribed burning
- Planting native seed and plants.

Assist with creating and updating site management plans and inventories 15% of total time

- Perform FQA's (Floral Quality Assessments) for BCCD managed lands.
- Create and update site management plans.
- Compile and submit reports relating to land management activities.

Create and present educational public programs on topics relating to natural areas management 5% of total time

- Create and present outdoor presentations relating to land management i.e., nature hikes.
- Create and present indoor presentations relating to land management i.e., PowerPoint presentations.
- Assist with the development of materials that promote district programs.

Other / Misc. 5% of total time

- Attend professional training seminars or workshops.
- Properly file relevant material and paperwork.
- Ability to work overtime and weekend hours.
- Assist in snow removal as needed.
- Other duties as assigned.

Required

- Undergraduate Degree relevant to natural resources management and conservation or 5 years' experience.
- Valid drivers license and the ability to obtain a Class A CDL, within 6 months.
- Ability to obtain an Illinois Department of Agriculture Pesticide Applicator Certification, within 6 months.
- Basic computer skills

Additional Knowledge, Skills, or Experience (preferred but not required)

- Chainsaw safety and technique training
- Certification in Adult/Child First Aid and CPR
- Class A CDL
- Certified II Dept of Agriculture Pesticide Applicator
- Prescribed fire training/certifications
- Familiar with best management practices (BMP's) relating to natural areas management.
- Familiar with commonly used computer programs (Word, Outlook, Excel, etc.).

Physical Functions and Equipment Used

Ability to:

- Lift and carry, bend and reach.
- Go up and down stairs.
- Be able to lift and carry 45lbs.
- Be able to carry 30lbs on your back.
- Safely operate multiple types of district vehicles including but not limited to:
 - Tractors
 - Skid Steer Loaders
 - UTV's
 - Chainsaws
 - Trucks
 - Trailers
- Use a computer, smart phone, tablet, copy machine, and other office equipment.

Working Conditions

Ability to:

- Work outside/inside and under all types of weather conditions.
- Work in conditions where there are biting and stinging insects.
- Work in conditions with the possibilities of exposure to minor cuts and burns.
- Work with proper PPE.
- Work in an office setting with regularly scheduled hours.
- Work outside during special events and programs.
- Work some evenings, and/or weekends on a limited basis as needed.

Specific Skills

- **English** – Knowledge of the structure and content of the English language, rules of composition and grammar.
- **Speaking** -- Talk to others to convey information effectively.
- **Reading Comprehension** – Understand writing in work related documents.
- **Writing** -- Communicate effectively in writing appropriate for the needs of the audience.
- **Active Listening** -- Give full attention to what other people are saying and asking questions as appropriate.
- **Ability to contact people** by phone, email, and letter.
- **Organize, plan, and prioritize work** -- Develop specific plans to prioritize, organize, and accomplish work.

Compensation Range:

\$15.00 per hour with occasional overtime. Paid vacation, sick time, and holidays. Health, dental, and vision insurance. Enrollment in the Illinois Municipal Retirement Fund.

All prospective employees must pass a pre-employment drug test, background check, physical, and driving history check. EOE

Please send application, resume, references, and cover letter to:

Joshua Sage
Director of Natural Resources
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