



BOONE COUNTY  
CONSERVATION  
DISTRICT

Job Title: Natural Areas Technician – Intern/Seasonal  
Department: Natural Resources Management  
Reports to: Joshua Sage, Director of Natural Resources  
Ph. 815-547-7935  
Email: [jsage@bccdil.org](mailto:jsage@bccdil.org)  
Website: [www.bccdil.org](http://www.bccdil.org)

**Position Summary:**

This 500-hour 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.

**Compensation**

\$12.00 per hour

**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% of time spent on this activity.
2. Spraying and mixing herbicides - Use unrestricted pesticides on invasive plant species within managed natural areas. An herbicide training and certification is needed. 20% of time spent on this activity.
3. Safely operate district vehicles. 10% of time spent on this activity.
4. Educational Programming - Design and implement programs relating to natural resources management. These programs will be presented to summer camp and the general public. 5% of time spent on this activity
5. Collect and clean seed - Collect seed from native plant material on district property. 15% of time spent on this activity.

6. Loading, unloading, and transporting heavy equipment - Must be able to assist with loading and unloading large equipment such as tractors, skid steers, and mowers. 5% of time spent on this activity.

7. Plant natives - 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% of time spent on this activity.

8. Use hand tools and landscaping tools such as: drills, clearing saws, walk behind mowers, hedge trimmers, hand pruners, weed eaters, and shovels. 5% of time spent on this activity.

### **Requirements**

- Must be eighteen years of age or older with a valid driver's license.
- Pass pre-employment background check.
- Pass pre-employment drug screen.
- Pass pre-employment physical.
- 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 Conservation Area users.
- Ability to work weekday evenings and or weekend hours.
- Ability to work as part of a crew.
- Ability to obtain an Illinois Pesticide Certification within 30 days of start date.
- This position requires manual physical labor including; lifting, bending, walking, and standing in extreme weather conditions. Position requires the ability to lift 45 lbs. and the ability to carry 30 lbs. on your back.
- Ability to work outside/inside and under all types of weather conditions.
- Ability to work overtime when needed.
- Performing physical activities that require considerable use of your arms and legs and moving your body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- Basic knowledge of native and invasive species.

### **Working Conditions/Environmental Considerations**

Ability to:

- Work in the out-of-doors in all types of weather conditions.
- Work in conditions where there are biting and stinging insects.
- Work in conditions with possibilities of exposure to minor cuts and burns.
- Work a flexible schedule that may vary from week to week or even daily.
- Work weekdays, evenings, and/or weekends.
- Work with proper personal protective equipment.

### **Specific Skills**

**English Language** – 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.

**Active Listening** -- Give full attention to what other people are saying and asking questions as appropriate.

**Ability to speak** in front of a group of at least twenty people.

**Perform general physical activities** – Ability to perform physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of material.

**Cognitive Consideration** – Be able to work without direct supervision, comprehend directions and implement, ability to use good safety and awareness.

**Communication** with supervisors and peers providing information, attending staff meetings, relaying work progress.

**The above is intended to describe the general content of and requirements for the performance of the job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.**

**Applications will be accepted until positions are filled.**

**E.O.E**