



Natural Areas Specialist

DeKalb Park District

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Closing Date:

Salary: \$22.13-\$26.55/hr

Description:

DeKalb Park District

Position Description

DEPARTMENT: Parks Planning and Development

TITLE: Natural Areas Specialist

CLASSIFICATION: Full-Time, Non-Exempt

SUMMARY OF POSITION: Responsible for the ecological enhancements and preservation of pollinator areas, natural areas, and rain gardens throughout land owned/managed by the District.

SUPERVISION RECEIVED: Team Leader – Landscape and Horticulture

SUPERVISION EXERCISED: May supervise seasonal employees assigned to the area of responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The duties and responsibilities listed below are illustrative only and are not meant to be a full and exhaustive listing of all the duties and responsibilities of this position.

1. Planning, implementing, and managing pollinator/native plant areas and rain gardens within the District.
2. Invasive species control by hand-pulling, cutting, or spraying; collecting, processing, and planting native seed and plants; annual site monitoring; and creating and implementing a prescribed burn program upon Board approval. Periodical removal of plant community and wildlife habitats.
3. Coordinates and performs landscape maintenance activities of the District's annual/perennial flower beds, shrubs, planters and natural areas.
4. Assists with planning and implementing the design and layout of park flower beds, displays, gardens, natural areas and other projects as assigned.
5. Maintains a variety of flower, plant and shrub materials; diagnosis and control of plant diseases, fungi and insects.
6. Assists in the District's athletic field and turf management program, including, overseeding, fertilization, top dressing, and herbicide applications.

7. Provides leadership and guidance to co-workers and assigned staff when completing tasks in assigned areas; instructs and advises on the technical aspects of work assignments.
8. Assists with the repair, preventative maintenance, construction and development of parks, playgrounds, athletic fields, structures, paths, drainage, restroom and concession buildings, fleet maintenance and other property owned by the District.
9. Participates in the preparations necessary for community events and other District activities. Includes setting up and taking down equipment for planned programs and events.
10. Assists with snow removal operations.
11. Incorporates risk management practices in all work activities. Complies with overall risk management goals and objectives.
12. Operates District equipment such as trucks, trailers, commercial mowing equipment, rototiller, chainsaw, skid steer and snow removal equipment.
13. Other duties as assigned.

PERIPHERAL DUTIES:

1. Participates in District risk management activities and documents daily work activities.
2. Works collectively with the Recreation Department to develop, plan and implement nature programming to meet the needs and demands of the community.
3. Attends conferences, seminars and educational sessions and participates in professional associations as they pertain to area of responsibility.
4. Serves on internal agency committees or project teams with other District employees for the benefit of the entire District.

DESIRED MINIMUM QUALIFICATIONS:

1. Education and Experience:

A. Bachelor's degree in ecology, environmental science, forestry, or similar area from an accredited college or university preferred. Will consider experience in lieu of education.

OR

B. A minimum of four (4) years of field experience with increasing responsibilities.

2. Necessary Knowledge, Skills and Abilities:

A. Knowledge of equipment, materials and methods utilized to perform facility and grounds maintenance.

B. Knowledge in the care of trees, plants, turf and natural areas.

C. Working knowledge of construction materials and techniques with regard to park maintenance operations.

D. Possess the knowledge and ability to safely operate, maintain and repair tools and equipment.

E. Ability to establish effective working relationships with employees, supervisors, and the public.

F. Ability to communicate effectively both orally and in written format.

G. Basic computer skills to include word processing, email and website navigation.

SPECIAL REQUIREMENTS:

1. Possession of a valid driver's license. Must have the ability to obtain an Illinois Class B CDL with airbrake within one year of employment.

2. Must possess a valid Illinois Pesticide Applicator License (turf, ornamental, and aquatic) or the

ability to obtain one within six months of employment.

3. Certified Arborist, Master Naturalist, Master Gardener, Prescribed Burn Crew Training is desirable.
4. Rotates in on-call schedule which includes weekends and may require working special events, snow removal and other assignments.
5. Evening and holiday hours may be required.
6. Must have or obtain CPR/AED certification within six months of employment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools or controls. The employee is occasionally required to sit; climb or balance; stoop; kneel; crouch or crawl; talk or hear. The employee is occasionally required to climb up and down various structures within a facility and work in high places not exceeding sixty-five feet. The employee must occasionally lift and/or move up to 50 lbs. by themselves or 75 lbs. with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee may work in high, precarious places; may be frequently exposed to cold weather conditions, snow, ice, rain, and hot and humid conditions, fumes or airborne particles, toxic or caustic chemicals, and extreme noise or vibration; may work around operating landscaping and construction equipment including trucks, tractors, mowers, skid-steer loaders and attachments, backhoe, front end loaders, snow blowers, stumpers, chippers and chainsaws, and electrical, mechanical, chemical or explosive hazards. The noise level in the work environment may range from quiet to loud depending on the job task.

SELECTION GUIDELINES:

Formal application, rating of education and experience: oral interview and reference and/or background check: job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.