



Director of Land and Facilities

Boone County Conservation District

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Closing Date: 2025-10-17

Salary: \$60,000-\$70,000

Description:

The Director of Land and Facilities, under direct supervision of the Executive Director, is a full-time position responsible for:

- Developing land and facility site plans and overseeing their implementation.
- Supervising all land and facilities staff, including full-time and seasonal staff.
- Managing the land and facilities department budget with guidance from the Executive Director.
- Managing risk management procedures as well as chairing the Risk Management Committee.
- Writing and executing grants relating to land and facilities.
- Serving as liaison to other government agencies and non-governmental organizations.
- Serving as part of the Boone County Conservation District (BCCD) leadership team to review, prioritize, plan, and troubleshoot issues.
- Understand all rules, regulations, and district information and convey this to conservation area users.
- Working in cooperation with directors, managers, and employees to carry out the mission of the BCCD.

Duties include, but are not limited to:

Managing the administrative functions of the Land and Facilities Department (LFM) 40% of total time

- Prioritize field staff tasks.
- Create and implement the LFM budget.
- Write and implement grants relating to LFM.
- Create and implement requests for proposals and bid documents for LFM related projects.
- Oversee LFM projects that are completed by outside sources, i.e., contractors.
- Oversee the BCCD hunt program.
- Compile and submit reports relating to land and facilities management activities.
- Prioritize the safety of all LFM staff.
- Manage and maintain the BCCD's risk management procedures.
- Approve and submit payroll for all LFM staff.

- Attend monthly board meetings.

Maintain land and facilities 20% of total time

- Use, maintain, load, and transport equipment relevant to land management activities.
- Mix and apply herbicide.
- Participate in prescribed burns.
- Chainsaw work.
- Snow removal.
- Chop firewood.
- Building and equipment repair.
- Manage inventory of cleaning supplies and paper products for all facilities.
- Recommend and implement cost-saving measures.

Risk Management 20% of total time

- Chair the BCCD's Risk Management Committee.
- Manage and review the BCCD's risk management procedures.
- Create, delegate, and review risk management inspections of BCCD managed lands and facilities.
- Manage workers' compensation program and employee claims.
- Schedule relevant training courses for all employees.
- Work with liability carrier and file all relevant paperwork.

Fleet Management 10% of total time

- Manage the BCCD's fleet of vehicles and machinery.
- Provide oversight of the maintenance and repairs.

Supervising the creation and updating of site management plans and inventories 5% of total time

- Relating to buildings – administrative facilities, shelters, restrooms, all managed structures.
- Relating to grounds – i.e., trails, turf areas, roads.

Other 5% of total time

- Attend professional conferences, training seminars, or workshops.
- Properly file relevant material and documents.
- Other duties as assigned.

Required

- Possess a high school diploma.
- Minimum of four years of experience in the field of land and facility management.
- Minimum of three years supervisory experience.
- Possess a valid driver's license or ability to attain one.
- Possess or obtain a Class A commercial driver's license within one year of the start date.
- Possess or obtain an Illinois Department of Agriculture pesticide applicator certification within six months of start date.
- Chainsaw safety and technique training.

- Familiar with best management practices relating to land and facilities management.
- Familiar with commonly used computer programs, e.g., Word, Outlook, Excel, PowerPoint
- Ability to keep tools and equipment in safe working order with some preventative maintenance and troubleshooting experience.

Physical Functions and Equipment Used

Ability to:

- Lift and carry, bend, and reach.
- Go up and down stairs.
- Lift and carry 50lbs.
- Carry 30lbs on back for extended periods.
- Safely operate a chainsaw.
- Safely operate district vehicles, including but not limited to:
 - tractors
 - skid steer loaders
 - excavators
 - utility vehicles
 - trucks
 - trailers
- Use a computer, smart phone, tablet, copy machine, and other office equipment.

Working Conditions

Ability to:

- Work outside 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 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 ask 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: \$60,000 - \$70,000

Based on education and experience. 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.

The Boone County Conservation District is an equal opportunity employer. We are committed to building a diverse staff and maintaining an equitable work environment. We encourage applications from women, minority groups, veterans, and people with disabilities for whom a reasonable accommodation can be provided.