

Hancock County Conservation Department

Job Description

Revised 6/13/2024

JOB TITLE Park Ranger

DISCRIPTION Permanent, full-time position, under the immediate supervision of HCCB Executive Director. This employee provides services to maintain county conservation lands and facilities; provides specific assistance to public as needed; inspects areas and recommends/performs major maintenance; provides law enforcement and crime prevention.

This job description in no way states or implies that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job related instructions and perform any other job-related duties as requested by the Director or Board.

ESSENTIAL DUTIES

- Patrol & maintain county parks and wildlife areas, provide safety for the public, issue citations for violations, conduct investigations when needed, assist local law enforcement agencies when needed and provide first aid
- Authorization to carry a sidearm
- Complete forms and develop law enforcement and other incident reports
- Register campers, cabin users and shelter house users and keep an accurate log of these activities and collect fees
- Answer telephone calls and email and maintain good public relations
- Assist with office work
- Attend educational programs for program development
- Assist Director in employment process
- Train and supervise seasonal employees
- Assist public with nuisance wildlife control and help with identification
- Inventory parks
- Purchase supplies, equipment and tools as needed
- Maintain county parks and wildlife areas
- Manage and maintain tree plantings, prairies and county fisheries
- Perform controlled burns
- Improve timber management
- Spray and remove unwanted plants and fertilize areas when needed
- Repair equipment
- Maintain facilities
- Operate and maintain Crystal Lake aerator

- Operate machinery, tools and equipment used to maintain and repair ground, signs, buildings, sidewalks, roads, boundary fences, garbage removal, cleanup, trails and fix picnic tables
- Perform carpentry, electrical and plumbing work
- Maintain county residence
- Remove snow in county parks
- Occasionally assist Naturalist or Director with job duties

CERTIFICATES, LICENSES, REGISTRATIONS

- Iowa Law Enforcement Emergency Care Provider
- Commercial Drivers License
- Peace Officer Certification through Iowa Law Enforcement Academy
- Basic First Aid and CPR

MINIMUM QUALIFICATIONS Graduate from an accredited four-year college or university with a degree in a natural resource field or have an associate's degree in the natural resources field with one year of experience in the conservation field. Graduate from the Iowa Law Enforcement Academy or able to pass the pre-employment testing to be eligible to attend the Iowa Law Enforcement Academy within one year of employment.

WORK ENVIRONMENT Work is performed indoors and outdoors and requires a considerable amount of physical activity including lifting in excess of 85 pounds, walking, standing, kneeling, bending, crouching, reaching, stooping and climbing, as well as outdoor activities such as canoeing. This employee will also be required to maneuver rough terrain on foot and is subject to work in extreme hot, cold, wet, dusty, dirty, snow, ice, wind, rain and flood conditions. This employee may be in contact with chemicals. This employee will be exposed to outdoor elements such as mosquitoes, ticks, various animals, plants, pollens and fungi. Work requires extensive interaction with the general public and governmental agencies and may be stressful when meeting deadlines and making abrupt changes in priorities.

HOURS OF WORK Generally nonstandard 40 hour in seven (7) day period. May be required to work additional hours or to change hours with minimal notice because of operational needs.