

**MARION COUNTY**  
**JOB DESCRIPTION**

		Department:	Conservation
Job Title:	Conservation Aid	FLSA Designation:	Non-Exempt
Effective Date:	July 2006	Reports To:	Park Ranger

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**PURPOSE**

Maintain grounds and structures in County parks.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

*The following duties are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.*

Maintain parks, lawns and roadsides. Mow and trim grass at parks, cabins, and boat ramps. Apply herbicides, clear vegetation from trails and remove debris. Water and trim trees.

Maintain restrooms. Sweep, scrub toilets, scrub sinks, clean mirrors, disinfect, empty trash.

Clean cabins. Sweep, vacuum, clean restrooms, clean kitchen counters, clean kitchen table, dust, wash windows, change sheets, disinfect.

Maintain equipment. Grease, change oil, sharpen blades, wash all equipment.

Empty trash cans in shops, offices and restrooms. Empty trashcans located on all sides of the park. Pick up all litter.

Cabin check ins. Work with the public. Fill out paper work. Hand out keys and take fees.

**MINIMUM EDUCATION AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

Enough basic education to understand and follow routine directions or oral instructions.

General knowledge of commonly used general rules; procedures, operations, practices or routines such as could be acquired in less than one year of prior experience.

### **Certificates, Licenses, Registrations**

Driver License

## **MENTAL AND PHYSICAL COMPETENCIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

### **Language Ability**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, and volume. Ability to apply concepts of basic algebra and geometry.

### **Cognitive Demands**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Equipment Used**

Tractor

Mowers

Weed eater

Polaris

Chainsaw

Hand Tools

Power Tools

Office Equipment

Cleaning Supplies

Electrical

### **Physical Demands**

Work requires the capacity to stand, walk and to use hands to finger, handle or feel objects, reach with hands and arms, climb into equipment, stoop, kneel, crouch or crawl, to speak and to hear, and to occasionally lift objects up to 100 lbs. Requires close, distance, color and peripheral vision, depth perception and the ability to focus eyes on small objects.

**Environmental Adaptability**

Primarily outside work subject to temperature extremes at various times of year. Work is performed in an environment with exposure to some undesirable conditions including noise, dust, fumes, heavy lifting, and exposure to moving parts. Potential for serious injury, such as loss of limb or life, can occur due to the nature of work.

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I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

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Employee's Signature

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Date

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Department Head

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Date

**Marion County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.**