

LANGLADE COUNTY POSITION DESCRIPTION

Recreation Coordinator-Forest Technician

Union Position,	40 hours per week, generally Monday-Friday with some weekends/evenings
Department:	Forestry and Recreation
Reports to:	Forest Administrator
Salary:	Starting at \$15.39

Summary:

The purpose of this position is to act under the direction of the Forest Administrator in the development, enforcement, management and maintenance of the County recreation program as well as assist with forest management activities on the Langle County Forest.

Essential Duties and Responsibilities: *include the following. Other duties may be assigned.*

Recreation

Supervise and oversee the recreational program and facilities throughout the county, including the Langle County Bow and Gun Range, Moose Lake Park, Kettlebowl Ski Hill, Post Lake Dam, Summit Lake, Otter Lake, various waysides, Mills Recreation Area, and the Wolf River State Trail.

Act as County Snowmobile Coordinator and liaison between snowmobile and ATV clubs and the Forest Administrator.

Implement and complete all development and maintenance projects for the County recreation program. This will include project planning, writing grant and permit applications, and project supervision for all trails and recreational facilities managed by the Forestry and Recreation Department.

Maintain, inspect and administer the recreational trails on the Langle County Forest, which include the ATV trails, snowmobile trails, cross country ski trails, sled dog trails, horse trails and mountain bike trails.

Inspect trails as necessary to make sure they are safe for use. Keep records of all trail inspections, monitor snow conditions to aid in determination of opening/closing of snowmobile trails.

Prepare recreation project proposals and present them to the Forest Administrator as requested.

Maintain awareness of grant programs; develop grant proposals for recreation development, maintenance and construction projects.

Assist in further development and updating of the GIS databases for recreational trails, parks and associated recreational facilities.

Enforce Langle County Forests and Parks Ordinances.

Apply GIS in field applications, using GPS equipment.

Assist Park Manager with trail development or assigned projects and become familiar with operations at Veteran's Memorial Park.

Forest Management

Assist in managing the timber sales program on county lands. Work includes, but is not necessarily limited to, forest reconnaissance, selecting potential timber sale sites, cruising timber sale sites, marking timber sales for bidding, assisting in selling timber, assisting in the scaling of timber and inspecting timber sale operations.

Assist in further development and updating the GIS databases for timber types, forest inventory, timber sale, and road applications.

Be aware of potential problems (e.g. theft, trespass, insects and diseases, invasive species, contract violations) and report them.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience:

Associates Degree in Recreation Management, Forestry, Natural Resources or related field. Preference will be given to applicants who meet the educational requirement and have additional field and/or grant writing experience.

Knowledge, Skills and Abilities:

Knowledge of methods and practices used in recreation management, including trail/road construction.

Knowledge of general and mechanical maintenance for equipment that is generally used including snowmobiles, ATV, lawn mowers, pickup, etc.

Ability to maintain accurate and complete records and prepare clear and detailed reports.

Ability to communicate effectively, both verbally and in writing.

Ability to establish and maintain satisfactory working relationships with other department employees, county employees, DNR employees, clubs and organizations, elected officials and the general public.

Ability to exercise independent judgment and work without direct day-to-day supervision.

Ability to make public presentations and attend meetings as necessary.

Ability to acquire and maintain a valid Wisconsin driver's license.

Technological Skills:

General computer knowledge. Must be knowledgeable in and be able to utilize GIS software such as ArcMap.

Proficient in Microsoft Office.

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 talk or listen. The employee frequently is required to stand, walk and sit. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

The employee should be in excellent health and have the ability and stamina to travel over long distances over rough terrain on foot in all types of weather.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high , precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment will range from quiet to moderately loud.

09/2014