

Oconto County - Job Description

Job Title: Forest, Parks & Recreation Intern
Department: Land & Water Resources
Division: Forest/Parks/Recreation
Reports To: Assistant Forest Administrator/Foreman
FLSA Status: Nonexempt
Pay Classification: LTE (FTE 0.3)
Work Comp Code: 0108
EEO Code: 06-08
Approved Date: 03/04/2019

Position Purpose:

Assist in the day to day maintenance and operations of the Forestry and Parks Department facilities and lands.

Minimum Qualifications:

1. High school diploma or general education degree (GED).
2. Ability to perform vigorous work outdoors in all types of terrain and weather conditions.
3. Must be a minimum of 18 years of age.
4. Ability to communicate effectively, both verbally and in writing.
5. Ability to work independently while exercising sound judgment.
6. Valid driver license.

Knowledge, Skills, and Abilities:

1. Training or experience in operation and maintenance of power tools and small equipment such as chainsaws, trimmers, mowers, hand tools, and pumps/compressors.
2. Ability to operate modern office equipment and software for basic record keeping.
3. Ability to apply common sense understanding to follow oral and written instruction to carry out assignments with limited supervision.
4. Ability to conduct mathematical problems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are intended to describe the general nature of the job. They are not intended to be an exhaustive list of specific responsibilities, duties and skills required by personnel so classified. Other duties may be required and assigned.

PARKS AND RECREATIONAL MANAGEMENT:

- Collection of campground and other facility fees per county accounting policy
- Enforce County ordinances – Have knowledge of ordinances regulation, communicate with public about following ordinances, and writing violation notices
- Mow and weed eat grass and brush in and around parks, boat landings, dams, and green spaces
- Complete routine maintenance on equipment and tools
- Interact with residents and members of the public in a courteous and respectful manner. This includes receiving complaints about schedules and levels and quality of service and must make note of and report on any such complaints and respond in a courteous and respectful manner.
- Replenishes firewood, and assists in maintaining camping and recreational areas in clean and orderly condition.

- Perform janitorial duties within county parks to include, but not limited to, garbage pickups, cleaning toilets, and general grounds maintenance.

FORESTRY:

- Plantation establishment
- Timber sale administration
- Recon (Inventory updating)
- GIS & GPS activities

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

SUPERVISION RECEIVED

Employee receives some guidance and oversight, referring unusual matters to supervisor.

CONFIDENTIAL DATA

None

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee frequently is required to stand; walk; sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to talk or hear and taste or smell. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work can be physically demanding. This position works outdoors in all types of weather, occasionally in isolated areas. They may need to walk long distances through dense woods and underbrush, across forest slopes and across wetlands to carry out their work. The employee is frequently exposed to insect bites, poisonous plants, fumes, airborne particles and other natural hazards. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals, risk of electrical shock; and blood borne pathogens. Occasionally works in areas with security measures in place and occasionally works with persons of questionable character. The noise level in the work environment is usually loud.

DISCLAIMER

Oconto County is an Equal Opportunity and Affirmative Action Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.