

Position Title: Parks Intern

FLSA Status: Hourly

Reports to: Parks Administrator

Pay Grade: N/A

Department: Land & Water Conservation

### I. Position Summary

This position description has been prepared to assist in evaluating duties, responsibilities, and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed.

This position assists with the summer management of parks and trail work.

### II. Essential Duties and Responsibilities

- The majority of work will consist of daily parks upkeep. This includes, but is not limited to mowing, trimming, brush clearing, emptying garbage, cleaning fire pits, and park maintenance.
- Assists in general office duties related to the parks.
- Assists with all aspects of Dam safety and maintenance as needed.
- May generate aerial photos for park and other sites with various GIS layers.
- Utilizes GPS System to map out park and other features, such as invasive species problem areas, goat prairie restoration, maps out planned and existing trails, and calculates distances and acreages of said features for planning purposes.
- Processes information developed as a result of GPS measurements and update case files.
- Assists with transect survey, Farmland Preservation, and performance standard updates as needed.
- Assists with special projects and construction oversight as needed within the LWCD.
- Work towards the creation and implementation of a plan to deal with invasive and toxic plants in heavy use areas of the parks & trails.
- Assist with County forest management as needed.

### III. Related Job Functions

- Responsible for working safely and following safety practices and standards of the facility; responsible for reporting any existing or potential safety or accident hazard.
- Establishes and maintains effective working relationship with co-workers and others.
- Understanding of soil survey maps, topographical maps, and aerial photography.

- Provides maps/copies and information to the public when needed.
- Performs related work as required or directed.

#### IV. Physical Demands

Approximately 5% of the time is spent at a desk, where hearing, vision and typing skills are necessary to operate office equipment such as computers, calculators, copy machines, scanners and other office equipment. Approximately 5% of the time is spent talking to clients, callers, and department staff. Approximately 85% of time is spent in the field performing Forestry and Park Related tasks described above. Driving will be necessary at times, using provided government vehicles. Approximately 5% of the time is spent standing and reaching in order to perform filing or other duties, and lifting files, copy paper and other office materials. This position involves the potential to be directly exposed to blood or other body fluids.

#### V. Education and Training Requirements

- Graduation from an accredited high school or GED is necessary. Prefer individual working towards a Natural Resource related degree or any other degree in a related field at an accredited post-secondary education institution, or any acceptable equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities.
- Possession of a valid driver's license and reliable transportation with adequate auto insurance to meet minimum County requirements, or access to reliable transportation for city and rural travel.