

**MONONA COUNTY  
POSITION DESCRIPTION**

**Position:**      **Park Officer**

**Reports to:**      **Executive Director**

**Department:**      **Conservation**

**Revision date:**      **July 1993**

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**GENERAL SUMMARY**

Under general supervision of the Executive Director, performs conservation and recreation management activities within the County's parks, wildlife and recreation areas.

**ESSENTIAL JOB DUTIES**

Cares for turf, trees and other vegetation in parks and recreational areas. Mows grass and trims vegetation. Applies fertilizer and herbicides. Plants, prunes, and waters trees. Removes diseased or damaged trees. Operates and maintains machinery and tools such as tractors, mowers, and chain saws.

Maintains park facilities and structures. Constructs and repairs park structures such as shelters, rest rooms, picnic tables, fences, trails, signs, bird feeders and bird houses. Paints, stains or varnishes picnic tables, park structures and signs. Operates and maintains equipment and power tools.

Maintains cleanliness of county parks, wildlife and recreation areas. Collects trash and litter. Removes debris such as that resulting from storms. Cleans park facilities such as tables, shelters, rest rooms.

Patrols parks and recreation areas in order to enforce laws within parks. Operates a radio-equipped patrol car, registers campers, checks for possession of appropriate licenses, issues citations for violations, and provides information and assistance to the general public.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities and to possess the necessary physical requirements with or without the aid of mechanical devices, to safely perform the essential functions of the job.

Knowledge of principles and methods of forestry and wildlife management.

Knowledge of local, state and federal laws related to conservation, fish and game law enforcement.

Knowledge of basic principles of carpentry, construction and painting.

Knowledge of the techniques of turf care such as application of seed and fertilizer in proper ratios.

Knowledge of basic principles of forestry and environmental conservation.

Skill in performing cardiopulmonary resuscitation (CPR) and first aid.

Ability to safely operate and maintain machinery and tools such as tractors, mowers, saws and drills.

Ability to communicate effectively with public and handle difficult situations.

Ability to safely perform heavy manual labor for extended periods, including bending, climbing ladders, kneeling, balancing and walking on uneven ground.

Ability to safely push, pull, lift, and carry heavy objects which may weigh over 100 pounds including tools, wood, tanks, fish feed and trees .

Ability to follow written and oral instructions.

### ENTRY REQUIREMENTS

High school diploma or ability to read and write at the high school level. Bachelors or Associates degree in Parks and Natural resources or related degree preferred, with training in principles of law enforcement and parks maintenance. Must possess valid Iowa drivers license and maintain insurability. Must obtain peace officer certification and training in the use of pesticides. Ability to lift 80 pounds, carry 35 pounds and push or pull 150 pounds.

### WORK ENVIRONMENT

Works outside in a variety of weather conditions, including working under conditions of extreme temperature, humidity and noise. Work outdoors requires walking on uneven ground, lifting and carrying heavy objects, and operating heavy equipment. Incumbent must occasionally climb ladders and work at unprotected heights, reach, bend and kneel. Work often involves exposure to extreme temperature and work in confined spaces. May be subject to safety hazards, burns, and cuts. Work in office involves operating office equipment while seated.

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1. Marginal functions of positions that are incidental to the performance of fundamental job duties have been excluded from our job descriptions.
  2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
  3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
  4. The County reserves the right to change or reassign job duties, or combine positions at any time.