

MILLS COUNTY CONSERVATION BOARD

JOB DESCRIPTION

POSTION TITLE: Conservation Aide

REPORTS TO: Conservation Director, Specialist, Technician

SUPERVISES: -----

PURPOSE OF POSTION:

Responsible for the performance of routine, unskilled, physical labor tasks in a wide variety of activities. This is a seasonal position running from approximately May 15 – August 15.

ESSENTIAL FUNCTIONS:

- Moves, loads and unloads materials, supplies and equipment such as sand, lumber, asphalt, cement and furniture for various projects.
- Washes and assists in servicing equipment and vehicles.
- Digs post holes and ditches, mixes concrete and mortar and tears out walls for landscaping and building projects.
- Assists in caring for seed beds and seedlings, such as planting trees and shrubs, raking, removing trash and cutting grass, weeds, trees and brush.
- Performs other simple tasks in connection with nursery, forest and grounds work, such as sweeping walk ways and cleaning restrooms.

MARGINAL FUNCTIONS:

- Perform other duties as directed or as the situation dictates.

ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABLITY:

- General knowledge of the care and safe operation of both manual and power tools and equipment used in park management operations (Must meet OSHA age requirement to operate power tools).
- Ability to understand and follow both oral and written instructions.
- General knowledge of the techniques required to perform maintenance and repair of equipment, grounds and facilities.
- Ability to establish and maintain effective working relationships with the general public, supervisors and fellow employees.
- Responsible for following standard safety and operation procedures.

ESSENTIAL EDUCATION, CERTIFICATION AND/OR LICENSES:

- Must possess a valid driver's license.
- Pre-employment physical and drug screen are required.

ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:

- Work requires a considerable amount of physical activity, including walking, standing, kneeling, bending, crouching, reaching, stooping and climbing ladders.
- Incumbent must have the ability to lift up to 50 lbs, and possess the coordination and manual dexterity to handle tools and equipment involved in maintenance and repair tasks. Must also have the ability to push and pull equipment weighing up to 75 lbs. in a safe and rapid manner.
- Work requires the ability to tolerate a work environment that is noisy, in and outdoors and in inclement weather, which includes contact with dust, dirt, herbicides, insecticides and cleaning solvents.

APPLICATION INFORMATION:

Job Application obtained from Mills CCB, 56235 Deacon Road, Pacific Junction, IA 51561.
Please call 712-527-9685 or send an email to millsccbia@hotmail.com for an application.

SALARY:

\$13/hour