



## Temporary Summer Conservation Aide Maintenance Job Description

Job Title: Temporary Summer Conservation Aide - Maintenance  
Department: Marion County Conservation  
FLSA Designation: Non-Exempt  
Reports to: Park Ranger  
HR Approved: Lisa Seddon March 2022

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### Job Summary

Maintain grounds and structures in Marion County Parks.

### Essential Functions and Responsibilities

*The following duties are typical for this position. These are not to be construed as exclusive or all inclusive.*

- Maintain parks, lawn and roadsides. Mow and trim grass at parks, cabins, and boat ramps. Apply herbicides, clear vegetation from trails and remove debris. Water and trim trees.
- Maintain showers and restrooms. Sweep, scrub toilets & sinks, clean mirrors, disinfect, empty trash.
- Clean cabins. Sweep, vacuum, clean restrooms, clean kitchen counters, clean kitchen tables, dust, wash windows, change sheets, disinfect.
- Maintain Equipment. Grease, change oil, sharpen blades, wash all equipment.
- Empty trash cans in shops, offices and restrooms. Empty trash cans located in all sides of parks. Pick up all litter on county park grounds and around lakes and ponds.
- Plant wildlife food plots, mow fire breaks, build and install waterfowl nesting boxes.
- Construction of shelter houses, restrooms, camp sites and other park facilities.
- Inspect and make repairs to playground equipment.
- Provide information and interact with park visitors.

### Minimum Education and Experience Required to Perform Essential Functions:

General knowledge of commonly used general rules, procedures, operations, practices and routines such as could be acquired in less than one year of prior experience.

High School Diploma or GED, with preference given to applicants from Marion County attending a college or university majoring in a natural resource discipline and seeking permanent employment in a natural resource field after graduation.

### Certificates, Licenses, Registrations

- Valid Drivers License (Required)
- Ability to obtain a Commercial Drivers License (CDL)

## **Mental and Physical Demands and Environment**

### **Language Ability**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organizations.

### **Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area and volume. Ability to apply concepts of basic algebra and geometry.

### **Cognitive Demands**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Physical Demands**

Work requires the capacity to stand, walk, and to use hands to finger, handle or feel objects, reach with arms and hands, climb into equipment, stoop, kneel, crouch or crawl, to speak and to hear, and to occasionally lift up to 100 lbs. Requires close, distance, color and peripheral vision, depth perception and the ability to focus eyes on small objects.

### **Environmental Adaptability**

Primarily outside work subject to temperature extremes at various times of year. Work is performed in an environment with exposure to undesirable conditions including, noise, dust, fumes, heavy lifting, and exposure to moving parts. Potential for serious injury, such as loss of limb or life, can occur due to the nature of work.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts, or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

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Employee Signature

Date

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Department Head Signature

Date

**Marion County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the Employer.**