



## JOB VACANCY ANNOUNCEMENT

Date of Posting: 02-11-19

The following position is available. Interested parties may download and print a full job description and application by going to [www.co.marion.ia.us](http://www.co.marion.ia.us), click on Conservation Office tab, click on Conservation Forms (on right side of page), Temporary Positions with the Conservation Department or click on the Human Resources tab. Please return completed application to the address listed on the application.

Job Title: Temporary Summer Conservation Aide – Maintenance

Department: Marion County Conservation Board, 214 East Main, 4<sup>th</sup> Floor Courthouse, Knoxville, Iowa 50138

Hours: Generally 7:30-4:30 M-F, some weekends and holidays required. Starting date approximately May 10<sup>th</sup> and an ended date of approximately August 30<sup>th</sup> with some flexibility.

Pay Range: \$11.00 per hour.

Purpose: Maintain grounds and structures in Marion County Parks.

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

Essential Functions and Responsibilities: 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.

**This job vacancy notice will be posted for a minimum of 10 calendar days or until the position is filled.**

**The County shall have sole discretion to fill any vacancy.  
MARION COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

**MARION COUNTY**  
**JOB DESCRIPTION**

		Department:	Conservation
Job Title:	Conservation Aid	FLSA Designation:	Non-Exempt
Effective Date:	July 2006	Reports To:	Park Ranger

---

**PURPOSE**

Maintain grounds and structures in 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. Other duties may be required and assigned.*

Maintain parks, lawns 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 restrooms. Sweep, scrub toilets, scrub sinks, clean mirrors, disinfect, empty trash.

Clean cabins. Sweep, vacuum, clean restrooms, clean kitchen counters, clean kitchen table, 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 trashcans located on all sides of the park. Pick up all litter.

Cabin check ins. Work with the public. Fill out paper work. Hand out keys and take fees.

**MINIMUM EDUCATION AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

Enough basic education to understand and follow routine directions or oral instructions.

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

### **Certificates, Licenses, Registrations**

Driver License

## **MENTAL AND PHYSICAL COMPETENCIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

### **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 organization.

### **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.

### **Equipment Used**

Tractor

Mowers

Weed eater

Polaris

Chainsaw

Hand Tools

Power Tools

Office Equipment

Cleaning Supplies

Electrical

### **Physical Demands**

Work requires the capacity to stand, walk and to use hands to finger, handle or feel objects, reach with hands and arms, climb into equipment, stoop, kneel, crouch or crawl, to speak and to hear, and to occasionally lift objects 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 some 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.

---

Employee's Signature

---

Date

---

Department Head

---

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 encourages prospective employees and incumbents to discuss potential accommodations with the Employer.**

APPLICATION FOR TEMPORARY SUMMER CONSERVATION AIDE  
FOR THE MARION COUNTY CONSERVATION DEPARTMENT (MCCD)

Send completed application to: Marion County Conservation Dept., 214 East Main Street, 1<sup>th</sup> Floor Courthouse, Knoxville, Iowa 50138. Applicants from Marion County with/or seeking college degrees in fish and wildlife or other natural resources preferred.

IDENTIFICATION:

Name: \_\_\_\_\_ Date \_\_\_\_\_  
Permanent Address \_\_\_\_\_  
Temporary Address \_\_\_\_\_  
Phone: Permanent \_\_\_\_\_  
Phone: Temporary \_\_\_\_\_ Cell \_\_\_\_\_  
Email Address: \_\_\_\_\_

EDUCATION:

High School Attended \_\_\_\_\_  
Level Completed \_\_\_\_\_  
Degree/Honors/Activities \_\_\_\_\_  
\_\_\_\_\_

Trade School Attended \_\_\_\_\_  
Level Completed \_\_\_\_\_  
Major Studies \_\_\_\_\_  
Degree/Honors/Activities \_\_\_\_\_  
\_\_\_\_\_

College/University Attended \_\_\_\_\_  
Level Completed \_\_\_\_\_  
Major Studies \_\_\_\_\_  
Degree/Honors/Activities \_\_\_\_\_  
\_\_\_\_\_

Permanent Job Position Desired After College Graduation \_\_\_\_\_  
\_\_\_\_\_

WORK HISTORY: Please list present or last employer first.

- (A.) List organization name, address, dates and position of previous employment. Attach additional sheets if needed or use the back of this application.
- (B.) Describe job duties; including purpose, tasks and **tools/equipment you can use.**  
**Please be specific. Attach additional sheets if needed.**
- (C.) Volunteer experience or personal unpaid experience may be included.
- (D.) Have you any objections to the Conservation Dept. inquiry of your past employers?

Yes \_\_\_\_\_ No \_\_\_\_\_ Present Employers? Yes \_\_\_\_\_ No \_\_\_\_\_

Company \_\_\_\_\_  
Address \_\_\_\_\_  
Your Position \_\_\_\_\_  
Supervisor's Title \_\_\_\_\_  
Hours Worked/Week \_\_\_\_\_  
Employment Dates \_\_\_\_\_

Specific Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company \_\_\_\_\_  
Address \_\_\_\_\_  
Your Position \_\_\_\_\_  
Supervisor's Title \_\_\_\_\_  
Hours Worked/Week \_\_\_\_\_  
Employment Dates \_\_\_\_\_

Specific Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company \_\_\_\_\_  
Address \_\_\_\_\_  
Your Position \_\_\_\_\_  
Supervisor's Title \_\_\_\_\_  
Hours Worked/Week \_\_\_\_\_  
Employment Dates \_\_\_\_\_

Specific Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

---

APPLICANT AVAILABILITY

Our vacancies are in temporary seasonal work located in Marion County. Starting date is approximately May 10<sup>th</sup> and ending date is approximately August 30<sup>th</sup>. Preference is given to workers who are able to work through August 15<sup>th</sup>. Work hours are 40



hours/week, along with some weekends, holidays and some irregular hours required. Pay Range: \$11.00 per hour.

Please carefully consider your availability to work, since it will affect your employment opportunities.

Social Security # \_\_\_\_\_

Work Dates Available (Please list month and date you estimate you will be able to start work and the same for when you would have to quit work)

\_\_\_\_\_ To \_\_\_\_\_

Do you have any health conditions that interfere with heavy labor or outdoor work?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain \_\_\_\_\_

\_\_\_\_\_

Are you at least 18 years of age? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you available to work irregular hours? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you available to work weekends? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you possess a valid driver's license (required) Yes \_\_\_\_\_ No \_\_\_\_\_

DL# \_\_\_\_\_ Type: \_\_\_\_\_ State of License: \_\_\_\_\_

Do you possess a valid CDL license Yes \_\_\_\_\_ No \_\_\_\_\_

DL# \_\_\_\_\_ Type: \_\_\_\_\_ State of License: \_\_\_\_\_

Have you had any moving violations? If Yes, Please Explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a felony? (For purposes of this question, convicted includes plead guilty, plead no contest or been given a deferred sentence of judgment.)

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note:** A conviction will not automatically disqualify an applicant for a particular job and that the type and seriousness of the crime, the frequency of violations, the date of conviction, and the applicant's entire work and educational history will be considered.

Have you been given a job description or had the job requirements explained to you?	Yes _____	No _____
Answer the questions in this box if you have received a copy of the job description or had the job requirements thoroughly explained to you.		
Do you understand the requirements?	Yes _____	No _____
Can you perform the requirements of this job with or without reasonable accommodations?	Yes _____	No _____

### **I understand**

That in connection with the application process, Marion County may request information from my past employers, education institutions, personal references, and any public or private agencies that have issued me either a professional or vocational certification or license. I also understand that such investigation may include a review of my credit history or any criminal records. Prior to signing this form, I have read Marion County's Application Background and Employee Investigation Policy, which I fully understand. I have provided complete and truthful information to Marion County regarding all sources of information about my past employment, education, licensure, certification, criminal conviction record, as well as any other information requested in the employment application and have been fully informed that any misrepresentations or material omissions concerning such information will be grounds for denying my application, withdrawing any offer of employment, or immediate discharge. In order to assist Marion County in obtaining documents and information to confirm my background, if necessary, I hereby consent to the release of information more specifically described below.

That I may be required to complete a medical history form and may be required to be examined by a medical professional designated by Marion County at the post-offer stage. I agree that Marion County shall be entitled to receive full and complete reports and records governing any medical or related examinations, and I authorize any and all such doctors, medical examiners, and clinic/hospitals to give Marion County full and complete reports and records covering such examinations.

The use of illegal drugs is prohibiting during employment and that I may be required to undergo and successfully pass a screening for alcohol and/or drugs that is included in a post-offer pre-employment physical examination. I also understand that, if employed, I may be required to submit to an alcohol or drug screening according to state law. I agree that Marion County shall be entitled to receive full and complete reports and records governing any alcohol or drug screening, and I authorize any and all such doctors, medical examiners, and clinic/hospitals to give Marion County full and complete reports and records covering such examinations.

That if I sustain any injury or illness while in the employment of this organization, I agree that Marion County shall be entitled to receive full and complete reports and records governing any medical or related examinations, and I authorize any and all such doctors, medical examiners, and clinic/hospitals to give Marion County full and complete reports and records covering such examinations, condition, care and treatment related to and resulting from the alleged illness or injury.

That if employment is obtained under this application, I will comply with all rules and policies of the organization. I agree to be responsible for the organization's property and equipment issued to me by the organization until returned by me. I agree to pay for property and equipment not returned, and authorizes the organization to withhold an amount equal to the value of the property not returned by me from my final pay.

That this employment application and any other employee related documents are not contracts of employment and that Marion County follows an "employment at-will" policy that an individual who is hired may voluntarily leave employment or may be terminated by the employer at any time for any or no reason. I understand that any oral or written statements to be contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

That this application will be active for a period of 60 days; after that time, if I wish to be considered for employment, I must submit a new application.

### **Smoking Ban Notice**

Applicants for employment with Marion County are advised that smoking is banned by state law (Iowa Code Chapter 142D) on all county grounds and in all county facilities, which includes motor vehicles and equipment. Applicants are further advised that their job duties may include entering into areas where smoking is not regulated and where smoking is occurring.

### **Authorization to Release Information**

If I am given a conditional offer, I authorize Marion County to make a complete investigation of me, including but not limited to my past employment history, scholastic record, personal references, licensing or certification information, criminal activity, motor vehicle driving records, workers compensation history and to receive the results of any physical examination, including the results of alcohol or drug screening, I may be required to undergo and to rely on such information sources.

I understand that Marion County may request background checks from a consumer-reporting agency, according to the Federal Fair Credit Reporting Act (FCRA). FCRA distinguishes between two forms of reports. A **consumer report**, such as a credit check, provides general financial and personal data about my payment history, overall indebtedness and addresses of record. An **investigative consumer report** included in-depth information as to my character, general reputation, personal characteristics, and mode of living. I understand that the investigative consumer report may involve personal

interviews with my neighbors, friends, relatives, former employers, schools and others. I also understand that under the FCRA, I have the right to make a written request to Marion County within a reasonable time, for the disclosure of the name and addresses of the consumer-reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation.

I authorize all persons and organizations to release any information concerning my background and hereby release all persons and organizations from liability for any damage whatsoever for this information. I acknowledge that a telephone facsimile (fax) or photographic copy shall be a valid as the original.

I have carefully read all the statements regarding requests, authorizations, consents and releases and have voluntarily agreed to the terms to assist Marion County in evaluating my qualifications for employment and in meeting the business necessity of hiring honest, trustworthy, reliable and non-violent employees who do not pose a risk of serious harm in the workplace.

I additionally agree to fully cooperate with Marion County in permitting the release of the above information and reports. I additionally understand that with the exception of any credit or investigative reports under FCRA all information and documents generated, received or maintained in Human Resources and Marion County will not release such information or documents to me.

---

Signature of Applicant

---

Date

\*\* The MCCD conducts complete criminal history background checks, including driving records. Do you give your consent to allow the MCCD to conduct these background checks as a condition of your possible employment? YES \_\_\_\_\_ NO \_\_\_\_\_

\*\* All temporary summer conservation aides must pass a required pre-employment physical examination as a condition of their employment. This examination is scheduled and paid for by the MCCD.

Read carefully before signing. I certify that all statements made in this application are true to the best of my knowledge and I agree and understand that any misrepresentation of material facts may cause forfeiture on my part of all rights and all employment with the MCCD.

---

Signature of Applicant

---

Date