



Symmes Township Job Description

Position Title: Conservation, Park and Sustainability Specialist

Supervisor: Township Administrator

POSITION DESCRIPTION

This is a Specialist position in the Township Administration Department.

A successful Conservation, Park and Sustainability Specialist performs a variety of technical, manual, and administrative labor on park grounds, trails, equipment, facilities, and natural areas.

Team members work together to preserve and protect natural resources and to provide outdoor recreation and education in order to enhance the quality of life for present and future generations.

Optimizes, plans and coordinates sports fields with local teams and acts as a liaison between sport clubs and township.

A professional in this classification plays a key role leading the development, implementing, and maintaining sustainability of projects, procedures and policies for community outreach programs and education.

This position may be called in for any emergency situation as well as weekend availability.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EDUCATION, TRAINING AND EXPERIENCE

An appropriate combination of education, training and course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is:

- A bachelor's degree in Parks and Recreation, Business Management, Landscape Architecture, Project Management or in any related fields. Examples of related field include but are not limited to Tourism, Urban Affairs, Sports Management and Communications.
- Operational knowledge of current Microsoft Office Suite software.
- Strong organizational, interpersonal and conflict management skills.
- A valid driver's license.
- Commercial Driver's License Class B (must be completed within 1 year of date of hire).
- The ability to operate most township vehicles and equipment and to learn to operate more complicated vehicles and equipment.
- Must be able to speak politely to and communicate effectively with the public, co-workers and supervisors.

LICENSE OR CERTIFICATION REQUIREMENTS

State Pesticide Applicator's License in Commercial Core, category 5 (industrial vegetation), Category 6 (ornamental pest control), Category 8 (turf pest control) or other specific categories as required, within 1 year of employment and ability to maintain such license.

PRIMARY RESPONSIBILITIES AND ACCOUNTABILITIES

Grounds, Parks, Cemeteries and Facilities

- Develop, recommend and implement long-range planning activities for the areas of responsibility. Supervise the maintenance of park properties; prepare budget recommendations and controls expenditures.
- Monitor and periodically inspect the area where work is performed in order to identify potentially dangerous or altered conditions that affect safety and need to be addressed. Ensure that rules and regulations are posted at sites under their supervision.
- Participate in meetings, training, seminars, events, etc. as appropriate.
- Performs various natural resource management tasks, including invasive species removal, forest management, tree planting, wildlife management, grassland management and prescribed burns.
- Collect data on park flora and fauna. Identifies native trees and herbaceous plants species to map plant cover and recognize management needs in natural areas.
- Manage sport field scheduling and acts as a point person for the township.
- Manage, create and oversee recycling, logistics and identify resource conservation opportunities.
- Installs and maintains nest boxes and assists with hazard tree assessment and applies herbicides according to label instructions.

- Performs grounds and horticultural duties including mowing, planting, mulching, and maintaining plants, flowers, shrubs and trees, water and fertilizes plants, prunes trees and shrubs, weeds landscape beds, applies pesticides and removes leaf debris.
- Provides routine maintenance on nature trails and paved trails and assists with sustainable trail building and recognizes potential hazards to visitors.
- Inspects, maintains, and repairs site amenities such as picnic tables, benches, and playground equipment.
- May serve as on-call to plow snow from roadways, parking areas and walkways within the parks using trucks, plows, UTVs, and hand tools and applies salt to roadways, parking areas and walkways.
- Maintains purchasing records and is responsible for purchasing, expenditures and reports.
- Research, draft and submit grants.
- Responds to public questions and needs in a respectful courteous manner.
- Performs job duties in accordance with Symmes Township's policies and procedures, and performance expectations.
- Maintains confidentiality of confidential and sensitive information.
- Works assigned schedule, exhibits regular and punctual attendance, and works outside of normal schedule as required.
- Perform all other duties as assigned.

Additional Duties

- Ability to receive, acknowledge, communicate, and execute instructions from the Township Administrator.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to other employees of the organization.
- Must have the physical strength to perform all the manual labor of this job, including lifting.
- Work weekends and be available for call out 24/7 to handle Township weather related emergencies and other after-hour needs.
- Ability to carry out work following all safety precautions.
- Responsible for knowing and undertaking compliance with the Township public records and master file filing and retention policies.

ADVANCEMENT

By merit appointment of the Board of Trustees with recommendation of the Township Administrator.

Tools and Equipment Used

Must be capable of operating equipment associated with the typical Township maintenance/service operations at the basic level. That equipment includes but is not limited to the following: Handheld and power tools, trucks, and vehicles with either automatic or standard shift transmissions requiring no more than a class B CDL, and entire inventory of lawn tools including all push and riding mowers and all specialty power tools.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is required to walk including over uneven terrain; use hands to finger, handle or feel objects, tools or controls and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds.

Tasks, which are illustrative of the physical demands of the position, are listed within this job description.

Physical Abilities

Near Vision	20 / 40 acuity or higher
Far Vision	20 / 40 acuity or higher
Hearing	High
Speech Clarity	High