

## Oconto County - Job Description

**Job Title:** Forest/Park Seasonal LTE  
**Department:** Land & Water Resources  
**Division:** Forest/Parks/Recreation  
**Reports To:** Forest & Parks Administrator  
**FLSA Status:** Nonexempt  
**Pay Classification:** Not Graded  
**Work Comp Code:** 0108  
**EEO Code:** 06-08  
**Approved Date:** 08/05/2014

### **SUMMARY**

Responsible for performing day to day manual labor tasks to achieve park maintenance, forest cultural practices, and wildlife habitat improvement in the development and maintenance of the county forest and parks. Operate and maintain forestry and lawn related equipment. Good physical condition and valid driver's license are required. Must be able to follow oral and written instructions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, but are not limited to:

### PARK DUTIES

Greets visitors at facility entrance and explains regulations.

Assigns campground or recreational vehicle sites, and collects fees at park offering camping facilities.

Monitors campgrounds, cautions visitors against infractions of rules, and notifies Park Ranger of problems.

Replenishes firewood, and assists in maintaining camping and recreational areas in clean and orderly condition.

Perform janitorial duties within county parks to include, but not limited to, garbage pickups, cleaning toilets, and general grounds maintenance.

Operate and maintain department equipment in a safe and efficient manner.

### FORESTRY DUTIES

Plantation establishment

Timber sale establishment and administration

Recon (Inventory updating), Boundary survey and GIS & GPS activities.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **SUPERVISION RECEIVED**

Employee receives some guidance and oversight, referring unusual matters to supervisor

**QUALIFICATIONS**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Must be current college student majoring in Forestry or related field.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

**MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CONFIDENTIALITY**

None

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's License, including insurance

**MATERIALS AND EQUIPMENT USED**

General office equipment, computer, keyboard, printer, calculator, photocopier.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; Bloodborne pathogens; and vibration and occasionally works in areas with security measures in place and occasionally works with persons of questionable character. The noise level in the work environment is usually moderate.

**DISCLAIMER**

The above statements are intended to describe the general nature of the job. They are not intended to be an exhaustive list of specific responsibilities, duties and skills required by personnel so classified.

*Oconto County is an Equal Opportunity and Affirmative Action Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*