

**WOOD COUNTY PARK DISTRICT
POSITION DESCRIPTION**

POSITION: Stewardship Coordinator
STATUS: Classified, FLSA Non-Exempt

PAY GRADE: 10
Reports to: Assistant Director

PURPOSE OF POSITION

This position is responsible for the work and supervision of the Stewardship Department in the day-to-day management of the Park District's natural areas including programs and projects that engage the public.

ESSENTIAL FUNCTIONS

In addition to consistent and reliable attendance, the following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Refer to the Comprehensive Position Questionnaire (CPQ) for this position for percentages of time.

Manages and supervises assigned staff; plans and organizes workloads and staff assignments; interviews, recommends for hire, trains; motivates support staff, evaluates assigned staff and administers initial states of discipline i.e., verbal; reviews and standardizes work procedures; resolves employee concerns and problems; approves timesheets and requests for leave.

Oversees Stewardship management plan; creates budget and monitors expenditures; identifies and coordinates programs; participates in invasive species removal, native plant reintroduction, and seed collection; oversees butterfly monitoring program; conducts landscaping and trail maintenance including planting, pesticide application, site preparation, and prescribed burns; oversees maintenance and operation of Adam Phillips Pond; operates hand tools and motorized equipment.

Works with the Volunteer Coordinator to recruit and coordinate Stewardship volunteers: supervises and works with Stewardship volunteers; works with Eagles Scouts.

Creates and conducts educational programs for the public; works with various groups to provide programs; seeks outside facilitators and conducts training as needed.

Coordinates with other Park District Departments, especially Operations, to provide and receive project assistance, and to assure the good appearance of park properties.

Must be team oriented and willing to work to build an atmosphere of teamwork in the workplace with staff at all levels. Assists park visitors when needed. Must be courteous and helpful at all times and be a positive representative of the Park District.

Works a flexible schedule including some weekends and holidays as needed.

Creates various reports, maps, and presentations. Makes presentations to groups including the Board of Park Commissioners.

MINIMUM QUALIFICATIONS

Bachelor's Degree in environmental science, biology or related field supplemented by a minimum of two years of experience in the field or any equivalent combination of education, and experience that provides the requisite knowledge, skills, and abilities for this job. Requires a valid driver's license. Must have or obtain a CDL and Ohio Pesticide Applicators License. Maintain current MSDS, blood-borne pathogens, CPR and First Aid certifications.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize and/or prioritize data and/or information.

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Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to exchange information and influence outcomes, explains and interprets information to others on how it applies to specific needs.

Verbal Aptitude: Requires the ability to utilize a variety of advisory data and information such as financial statements, technical operating manuals, technical drawings, proposals, statutes, procedures, guidelines, and non-routine correspondence.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; calculate percentages and decimals.

Functional Reasoning: Requires the ability to apply principles of rational systems, specific learned systems, and interpreting a variety of instructions such as supervising, managing, leading, and coordinating. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or process materials in the treatment, fabrication or movement of things. Provides continuous adjustments on equipment, machinery, and tools such as diagnostic instruments, drafting tools, electrical tester and/or materials used in performing essential functions.

Physical Ability: Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling objects and materials of moderate weight.

Sensory Requirements: Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, tastes, odors, and textures associated with job-related objects, materials, and tasks.

Environmental Factors: Essential tasks may risk exposure to environmental factors that may cause marked discomfort and could cause irritations, injury or sickness requiring a minor period of recovery.

The Wood County Park District is an Equal Opportunity 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.