

JOB ANNOUNCEMENT:



**Natural Resource Coordinator**

***Come join our team and help protect more than 1,300 acres!***

DEPARTMENT: Elkhart County Parks (Indiana)  
WORK SCHEDULE: 8:00 a.m – 4:30 p.m M-F (occasional weekends and evenings)  
JOB CATEGORY: PAT (Professional, Administrative, Technological)  
SALARY RANGE: \$26.23-\$29.13/hour based on education and experience  
BENEFITS: Health, Dental, Vision, Life Insurance, LTD Insurance, Health Clinic,  
Retirement Pension, 13 Paid Holidays + Vacation and Sick Time  
STATUS: Full-time 40 hours/week, Non-exempt

*To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of Elkhart provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.*

**Incumbent serves as Natural Resource Coordinator for the Elkhart County Parks & Recreation Department, responsible for management of natural resources throughout County Parks, including invasive plant management, restoration and conservation of prairie/savanna, forest/woodlands, riparian, and wetlands, documentation and monitoring of rare plant or animal species, and support efforts of land acquisition, maintenance, education, and volunteer coordination.**

DUTIES:

- Develops, implements, monitors, and documents department wide natural resource management strategies which support ecological monitoring and restoration efforts of vegetation and wildlife, including removal of invasive species, preparing sites for restoration, and managing prairies through mowing and controlled burns.
- Creates and updates natural resource management plans for each park and nature preserve including annual goals. Records and monitors invasive and nuisance species treatment areas.
- Updates plans regularly on progress and changes in biodiversity and management strategies and provides monthly and annual reports.
- Trains staff and volunteers with proper invasive and nuisance species management techniques; including proper use of herbicide and pesticides when needed.
- Supports park staff with maintenance projects such as tree work, snow plowing, trail maintenance, plumbing, painting, custodial operations, or equipment maintenance.

-Operates, cleans and maintains various tools of the trade, including but not limited to: trucks, tractors, mowers, backhoes, skid-steers, chain saws, brush cutters, chemical applicators, and hand tools to accomplish field management tasks.

- Assists Deputy Director of Park Operations and Park Managers on natural resource management contracted projects such as controlled burns.

-Assists with grant writing, land acquisition projects, and partnerships to help protect valuable habitat and landscapes.

-Collaborates with the Interpretive Naturalist Manager to identify work scopes for planning volunteer projects and attend and offer expertise to volunteer projects including some evenings, Saturday, and Sunday projects.

- Performs related duties, as assigned.

#### I. JOB REQUIREMENTS:

Bachelor's degree in natural resources management, forestry, park management conservation biology, restoration ecology, environmental science or related field of study required. Minimum of two years additional experience in natural resource management field.

Possession of or ability to obtain/maintain required certifications/licenses including Indiana Pesticide Applicator license within 3 months of employment, and CPR/AED and First Aid certification within 12 months of employment.

Knowledge of and/or experience in conservation biology, restoration ecology, environmental science, hydrology, soil science, environmental laws and regulations, and/or environmental impact assessment principles and practices.

Knowledge of natural resource management best practices, parks and recreation, and general outdoor maintenance.

Thorough knowledge of local flora and fauna, and construction trades practices/skills, with ability to keep up to date with changes in these fields.

Practical knowledge of and ability to make practical application of Department policies and procedures, local, State, and Federal statutes, codes, ordinances, and laws of park management.

Ability to review and interpret maps and utilize GIS.

Ability to operate a personal computer utilizing Microsoft Office Suite, work flow management software, and other software applications as necessary to perform essential job functions.

Ability to train others on specific simple/technical tasks.

Ability to work alone and with others in a team environment and work rapidly for long periods and on several tasks at the same time, often under time pressure.

Ability to provide public access to or maintain confidentiality of Department information and records according to State requirements.

Ability to comply with all employer and Department policies and work rules, including, but not limited to attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other County employees, other municipal entities, private and public agencies/organizations, vendors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to utilize a variety of reference data and information.

Ability to exercise discretion in analyzing and selecting from alternative courses of action.

Ability to operate a motor vehicle to conduct work activities including pulling and backing trailers.

Ability to occasionally work extended, weekend, and evening hours, travel out of town for deliveries/training, sometimes overnight, and respond to emergencies on 24-hour on-call rotation basis and/or from an off-duty status.

Possession of a valid driver's license and demonstrated safe driving record.

## II. DIFFICULTY OF WORK:

Incumbent operates with general instructions and guidelines and selects the most appropriate ones to properly complete assigned tasks. Majority of tasks are well-defined and recur on a regular basis.

## III. RESPONSIBILITY:

Incumbent is responsible for proper completion of assigned tasks where desired results are clearly indicated. Incumbent exercises independent judgment in a variety of situations and circumstances, using departmental policies for guidance. On rare occasions, decisions are made in the absence of specific policies and procedures and/or guidance from supervisor. Work product is periodically reviewed for appropriate supervision or direction of assigned operations.

## IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County employees, other municipal entities, private and public agencies/organizations, vendors, and the public, for purposes of exchanging information, rendering service, instructing, negotiating, and mentoring.

Incumbent reports directly to Deputy Director of Park Operations.

## V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs majority of duties outdoors under various weather conditions, including heat, cold, rain, snow, or ice. Duties will be performed in close proximity to the general public and may have frequent interactions with patrons. While performing the duties of the position, the employee may be exposed to hazardous flora and fauna (eg poison ivy, wild parsnip, biting/stinging insects and ticks) and chemicals such as cleaning supplies, herbicides/pesticides, and gasoline/oil. Employee may be exposed to machinery with moving mechanical parts and high noise levels.

Normal duties may include stooping, twisting, climbing, balancing, kneeling, crouching, and crawling, prolonged standing or walking, on unpaved/uneven terrain, will be frequent. The employee may regularly handle, grasp, feel objects, reaching, pushing or pulling items, lifting and/or moving up to 50 pounds and occasionally lifting/moving up to 100 pounds using assistive devices or with assistance from other employees, hearing sounds/communication, close/far vision, peripheral vision, depth perception, and driving.

Incumbent occasionally works extended, weekend, and evening hours, travels out of town for deliveries/training, sometimes overnight, and responds to emergencies on 24-hour on-call rotation basis and/or from an off-duty status.

***Deadline to Apply: May 3, 2024***

PLEASE APPLY ONLINE AT: <https://elkhartcounty.com/en/residents/careers/>

Elkhart County  
Human Resources  
117 N. Second Street  
Goshen, IN 46526  
Phone: 574-535-6725

*Pre-employment background check and drug screen required*

*Must have a valid driver's license*

*Elkhart County is an Equal Opportunity Employer*