

## Cherokee County Job Description

Position Title: **Operations Supervisor**  
Department: Conservation Board  
FLSA Status: Non-Exempt  
Reports to: Conservation Board Director

**EMPLOYMENT PERIOD:** 40 hours per week, Mon. - Fri., 8:00 A.M. – 4:30 P.M. including but not limited to occasional weekends and holidays.

**SALARY:** \$23.00 per hour (\$47,840) with standard County benefits and \$300 uniform allowance. This position is subject to a 6-month probationary period.

**DESCRIPTION:** This position coordinates the daily and long-range work activities in maintenance and operations of all parks, recreation, and natural areas run by the Cherokee County Conservation Board (CCCB). Main duties include regular facility, vehicle, and equipment inspections and preventative maintenance and repair. Under the supervision of the Director, this person will also assist in the management and daily job assignments of staff. Other duties include maintenance, improvement, and care of recreational areas on county park grounds, including mowing and trimming; pruning and limb removal; cleaning restrooms, rental facilities, and camping and picnic areas; trash removal; trail and sign maintenance; inspection, installation and upkeep of playground equipment; road maintenance; construction and painting projects; maintenance of natural areas in county parks, including use of prescribed fire; cutting or planting trees and shrubs; mowing or seeding prairies; applying herbicides; providing information to campers and other park visitors, collecting camping fees, selling firewood, maintaining camp amenities during busy camping days; maintaining a safe, clean work environment in the shop, parks and vehicles; maintaining positive public relations and attitude in the parks and at CCCB shop; enforcing CCCB park rules and regulations; and to perform other duties as assigned.

**QUALIFICATIONS:** Prefer someone with experience in general and preventative mechanical maintenance along with construction, electrical, and plumbing knowledge. An interest in the outdoors is a must. Must possess a Class A Commercial Driver's License (air brakes not required) and be able to obtain within 6 months of hire an Iowa Commercial Pesticide Applicator License, 130/190 Wildland Firefighter training, and CPR/First Aid certification.

**REQUIREMENTS:** The duties of this position involve frequent physical activity: walking over uneven ground, standing, bending, kneeling, climbing, reaching, carrying tools and objects, etc. This employee must have the ability to operate various types of vehicles, machinery and equipment, including power and hand tools such as drills, routers, and various jigsaw, circular, table and radial arm saws. The duties above will require the use of trucks, tractors, mowers, tree planters, grain drills, trailers, chainsaws, sprayers, weed trimmers, and log splitters. The employee must be able to regularly lift, carry, push and pull objects weighing 50 lbs or more. Much of the work will require exposure to temperature extremes, seasonal weather, allergens and insects, and dusty or noisy conditions.

The ideal candidate must be capable of exercising good judgment in evaluating situations and making decisions. Evidence of self-motivation, organizational skills, and efficient work habits is a must. This employee must be able to receive and follow written and verbal instructions, to read and interpret maps, and to keep accurate records of work completed. Must have the ability to work a flexible schedule including the occasional weekend, holiday, and before and after scheduled work hours. The ability to organize, supervise, and assign tasks to work crews is a must. They should also be able to prepare and maintain accurate maintenance files and reports as well as skillfully operate a wide variety of equipment and tools.

A pre-employment physical and drug test is required.

Cherokee County is an Equal Opportunity Employer.

**TO APPLY:** Applications are available online at [www.cherokeecountyparks.com](http://www.cherokeecountyparks.com). Send a cover letter, resume, and completed application to: Chad Brown, Cherokee County Conservation Board, 629 River Road, Cherokee, IA 51012 or [cccchad@gmail.com](mailto:cccchad@gmail.com)

**DEADLINE:** Noon on March 19, 2021.