

Jobny Appointed Metropolitan Park District

Lead Steward Position Description (Full-Time, Hourly, Non-Exempt)

Qualification

The Lead Steward position is responsible for managing, enhancing, and conserving the natural resources of the Jobny Appointed Metropolitan Park District in order to support healthy populations of wildlife and sensitive native species habitat. Habitats found throughout the Jobny Appointed Metropolitan Park District include woodlands, wetlands, prairies, and riparian corridors. There are other unique challenges and one must be able to adapt to best management practices between habitats. The position is full-time, non-exempt, and hourly. The position reports to the Park Superintendent.

Essential Duties

- 1) Develop, evaluate, and update natural resource management plans. Must work well with park managers, maintenance staff, volunteers, and other cooperating agencies to implement management plans.
- 2) Must keep accurate records of land management activities (cutting, mowing, burning, etc.).
- 3) Conduct habitat control plant initiatives (weed eradication, planting, maintenance) where needed.
- 4) Properly treat and remove non-native/invasive species.
- 5) Must be able to properly utilize the facilities and keep accurate records.
- 6) Conduct trail evaluations, clear obstructions, remove litter, and report any issues to maintenance department.
- 7) Properly store and maintain equipment.
- 8) Interview seasonal staff as assigned and make hiring recommendations. Train, supervise, and evaluate seasonal staff as needed. Must be able to handle disciplinary issues and all related documentation in a prompt, consistent, and accurate manner.
- 9) Prepare and update (as needed) a list of volunteer projects in anticipation of requests and inquiries. Must be available to schedule and oversee volunteer projects regarding the lead stewardship department.
- 10) Programs involving land management, cultural history, and others as assigned by the Director.
- 11) Other duties as assigned.

Qualifications

- 1) Bachelor's degree from an accredited four-year college or university with a degree in a Natural Resources (Wildlife Management, Biology, Environmental Science, Land Management) or closely related field and/or five years of hands-on experience with land stewardship related management.
- 2) Ability to deal with the public in a professional and courteous manner.
- 3) Ability to work well with coworkers, managers, and other personnel. Must be able to communicate effectively.

