

LTE Conservation Project Assistant

Oneida County Land & Water Conservation Department

Oneida County is currently accepting applications for a Limited Term Conservation Project Assistant position within the Oneida County Land & Water Conservation Department for the summer of 2022. The primary duties of this position will be to promote the Wisconsin Department of Natural Resources (WDNR) Healthy Lakes & Rivers Program, identify potential projects, provide conservation planning, and possibly oversee project implementation.

Pay is \$16.00 per hour with no benefits. The position is available from May through October, with approximately 10-15 hours per week. The majority of hours will occur between Monday through Friday, but some Saturdays will be required when needed. There is flexibility with start date and weekly schedules.

Qualified individuals must have either an Associates Degree or two years work experience, both in Natural Resources or related field; combination of education and experience will be considered. Applicants must have a valid WI driver's license and proof of vehicle insurance. On-the-job mileage will be reimbursed. Must be comfortable working outside and independently; have excellent communication skills and the ability to communicate effectively and courteously with the public; have knowledge of native plants and invasive species; and be familiar with soil and water conservation practices. For a full list of qualifications, including required education/experience, please see job description.

Interested applicants must complete the required Oneida County application, available at www.co.oneida.wi.us. Completed application along with resume and cover letter should be submitted to jlueneburg@co.oneida.wi.us or mailed to Oneida County LRES, P.O. Box 400, Rhinelander, WI, 54501. Please call Jenni at 715-369-6153 with any questions. Applications will be accepted until the position is filled.

Oneida County is an Equal Opportunity Employer

**Oneida County
Job Description**

Job Title: Land & Water Project Assistant- Healthy Lakes & River Program
Department: Land & Water Conservation
Reports To: County Conservationist
FLSA Status: Nonexempt
Prepared By: Michele Sadauskas
Prepared Date: February 2022
Approved By: Lisa Charbarneau
Approved Date: February 2022

SUMMARY

This position will achieve goals set forth in the Lake Protection Grant project titled, "A Targeted Approach to Promoting Lake Shore Restoration" from the Wisconsin Department of Natural Resources (WDNR). The selected candidate will promote the WDNR Healthy Lakes & Rivers Program, identify potential projects, provide conservation planning, and follow-up. Candidate may also oversee project implementation. Work requires independent judgement in the application of prescribed procedures and methods.

ESSENTIAL DUTIES AND RESPONSIBILITIES

These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned as needed.

Assists with information and education activities listed in the Oneida County Land and Water Resource Management Plan.

Makes onsite inspections; assesses property owner needs and environmental needs of the property.

Assists landowners with obtaining the necessary permits.

Develops Healthy Lakes agreements for projects.

Provides regular reports on project progress.

Follows up with landowners to ensure completion and compliance with the plan or practice.

May prepare and post materials for office web site. May create flyers and other publication using word processing, spreadsheet, desktop publishing and database software programs. Composes letters, memos, news releases and other materials; sends and receives electronic communications (Email, FAX).

Identifies and participates in ongoing training and continuing education opportunities, and encourages other support to participate in training opportunities.

Performs related tasks as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of native plants.

Knowledge of invasive species and the impacts they have.

Knowledge of soil and water conservation practices.

Ability to use computer equipment to develop reports, publications, spreadsheets, presentations, and web pages.

Proficiency in word processing, desktop publishing, and use of computer spreadsheets and database programs, GIS, and electronic communications.

Ability to work independently with little to no supervision, organize and manage multiple priorities, and plan and manage workflow.

Ability to compile, analyze, record and assemble data and information in a meaningful and effective manner.

Ability to relate well to public and communicate scientific information in a meaningful and effective manner; ability to adapt quickly to changes and relate to a variety of different personalities.

Ability to operate office machines efficiently.

A clear and open communication style.

Problem solving and decision making skills.

Ability to prioritize multiple responsibilities.

Ability to use aerial photographs and interpret soils maps.

Ability to read, comprehend, and interpret technical references, policy and procedures manuals, and government regulations.

Ability to communicate with the general public.

Ability to accommodate flexible scheduling to address program or client needs.

EDUCATION and/or EXPERIENCE

Associate Degree in Natural Resources or related field OR

Two years work experience in a Natural Resources field OR

any combination of education and experience that allows the individual to perform the job duties.

LANGUAGE SKILLS

Ability to communicate effectively with County Conservationist, Committee, landowners, contractors, other government agencies and the general public.

Ability to establish and maintain effective working relationships with a wide variety of individuals using appropriate interpersonal skills.

Ability to develop presentations, publications, and curriculum.

Ability to make public presentations in a well-organized, articulate fashion to stakeholders, public groups, and individuals.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, divide, calculate decimals and percents, and make use of the principles of algebra and descriptive statistics.

REASONING ABILITY

Ability to evaluate situations and make good independent decisions.
Possess problem solving and decision making skills.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Wisconsin Driver's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to traverse a variety of ground including climbing over rocks, ascend and descend hills, climb in and out of ditches or pits, ~~step~~ navigate over fallen trees, etc. Comfortable in, around, and on water.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work may be performed in adverse weather conditions, as fieldwork is required.