

Seneca Parks - Position Description

TITLE: Natural Resource Coordinator

PROGRAM: Operations / Natural Resources

Title of Supervisor: Operations Manager	Exempt:	Non-Exempt: X
Work Schedule: 40 hours a week, flexible, typically 6:00A – 2:30P, M-F and evenings and weekends as necessary. Daily schedule may be adjusted seasonally and based on specific project requirements.	Status:	Full-time

POSITION SUMMARY:

Under the direction of the Operations Manager, this position will assist in the operations of the park properties and assist to establish, implement, evaluate, and maintain the natural resources of the Park District's wildlife and natural areas

POSITIONS SUPERVISED (may include):

- Park Technician(s) (Park Tech)
- Seasonal employees
- Interns

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES:

- Under the supervision of the Operations Manager, plans, implements, monitors and evaluates various land management projects (controlled succession, wildlife management, controlled burns, prairie and grassland restoration, non-native and invasive vegetation control, deer management, maintain nest boxes etc.).
- Assist with day-to-day operations and management of park areas under the direction of Operations Manager, which may include: cleaning structures for public use, sign installation, painting, trail work, mowing, snow plowing, tree removal, assisting with special projects, etc.
- Leads the implementation of various habitat restoration projects.
- Perform and coordinate the necessary labor to control or eliminate non-native vegetation.
- Lead and coordinate aquatic resources inventory and management.
- Compile plant and animal inventories and keep up to date; develop and maintain flora and fauna species lists; photograph various species and habitats.
- Perform and document pesticide applications.
- Lead and assist with prescribed burns.
- Construct and install interpretive signage, boardwalks, wildlife viewing blinds, nest boxes, etc.
- Conduct public programs and public outreach.
- Plant woody and herbaceous native plants and seeds.
- Clean and conduct routine maintenance of equipment.
- Purchase supplies as needed.
- Performs other duties as required or assigned.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of land and wildlife management, scientific nomenclature, and environmental interpretation.
- Ability to operate a broad spectrum of vehicles and equipment including trucks, mowers, tractors, chainsaws, and power tools.
- Must either possess required certifications prior to employment or be eligible to be certified and maintain all certifications for the job upon employment.
- Possess and maintain valid Ohio driver's license, personal auto insurance, and ability to be insured under park insurance policy.
- Excellent written and oral communications skills.
- Behavioral maturity, demonstrated trust and integrity, high ethical standards, interpersonal competence and the ability to prevent, reduce, and resolve conflict.

ESSENTIAL PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

- While performing the duties of this job, the employee is regularly required to stand, walk (often on uneven terrain), talk, and hear.
- The employee frequently is required to use hands and fingers, handle or feel and is required to reach with hands and arms.
- The employee is required to sit; climb or balance; stoop, kneel, crouch or crawl; taste or smell.
- The employee must regularly lift and /or move up to 25 pounds and may occasionally lift and/or move up to 50 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- While performing the duties of this job, the employee is regularly exposed to extreme weather conditions including temperature, humid and wet; fumes or airborne particles; and confined spaces.
- The employee may be exposed to animal and/or human body fluids.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS:

- Associate or Bachelor degree in Natural Resources Management or related field preferred.
- 1-3 years natural resource management experience.

GENERAL EXPECTATIONS:

The employee must have a commitment and sensitivity to the needs of Seneca Parks and its constituents, as well as possess and demonstrate an appreciation of the philosophy and objectives of Seneca Parks.

The employee:

- is responsible to maintain confidentiality; follow chain of command; work cooperatively and effectively with members of the public, other employees, related public agency staff, community businesses, and service providers; demonstrate trust and integrity, high ethical standards, interpersonal competence and the ability to prevent, reduce, and resolve conflict; and, to provide accurate and timely record keeping and reports as required by the position;
- is responsible to drive motor vehicles with a valid Ohio Driver's License as required by the position;
- is required to travel, within and/or beyond the county;
- is responsible to attend meetings and training programs related to the position held;

- is responsible to obtain and/or maintain valid certification, licensure, or registration as required by this position;
- must demonstrate regular and predictable attendance.

Seneca Parks promotes a non-hostile and non-discrimination work environment. Employees must adhere to respectful conduct and language at all times. It is expected that all employees follow Seneca Parks' policies, procedures, rules and regulations.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed. My signature signifies that I have reviewed my position description and that I am aware of the contents and requirements of my position.

Employee Signature

Date

Supervisor Signature

Date

Executive Director Signature

Date

Approved 1/13/2026