

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES:**

Scenic River

**SERIES NO.:**

2286

**MAJOR AGENCIES:**

Natural Resources Only Natural Areas and Preserves

**EFFECTIVE DATE:**

02/26/2012

**SERIES PURPOSE:**

The purpose of the scenic river occupation is to coordinate &/or manage scenic river stream quality monitoring & education programs.

At the developmental level, incumbents assist in data collection, inspection & onsite surveys of scenic rivers.

At the full performance level, incumbents coordinate scenic river stream quality monitoring & education programs.

At the managerial level, incumbents act as an assistant to the manager & in absence of manager, assume overall responsibility for regional scenic river program & supervise scenic river staff.

For use by Ohio Department of Natural Resources only.

**CLASS TITLE**

Scenic River Aide

**CLASS NUMBER**

22861

**PAY RANGE**

28

**EFFECTIVE**

01/09/2005

**CLASS CONCEPT:**

The developmental level class works under close supervision & requires working knowledge of scenic river regulations in order to assist in data collection, inspection & onsite surveys of scenic rivers.

**CLASS TITLE**

Scenic River Coordinator

**CLASS NUMBER**

22862

**PAY RANGE**

30

**EFFECTIVE**

04/23/2000

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of scenic river regulations in order to coordinate scenic river stream quality monitoring & education programs.

**CLASS TITLE**

Assistant Regional Scenic River Manager

**CLASS NUMBER**

22865

**PAY RANGE**

11

**EFFECTIVE**

06/18/2000

**CLASS CONCEPT:**

The first managerial level class works under general supervision & requires extensive knowledge of scenic river regulations in order to act as assistant to Regional Scenic River Manager, 22866, assist manager in development of regional scenic river program goals & objectives & in absence of manager, assume overall responsibility for regional scenic river program & supervise Scenic River Coordinators, 22862 &/or Scenic River Aides, 22861.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Scenic River Aide	22861	13	01/09/2005	28

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Assists in data collection, inspection & onsite surveys of scenic rivers (e.g., uses levels to document river profiles & cross sections; records data; operates chain saws &/or power hand tools to assist in construction &/or installation; assists in boundary line postings; assists in gathering of historical data; assists in monitoring compliance of restrictions on conservation easements; assists in compliance inspections of ongoing public & private scenic river projects; assists in gathering data for scenic river designation studies).

Prepares & delivers presentations to general public & landowners about river protection methods; assists in promotion of scenic river program (e.g., brochures; seminars); responds to routine inquiries verbally or in writing; assists in conducting training for volunteer staff; participates in departmental displays, exhibits &/or fairs; trains general public (e.g., river clean-ups; aquatic sampling).

Maintains photographic & inspection records; makes recommendations regarding budgets & staffing; operates personal computer in order to enter assessment forms into stream monitoring database).

Cleans & maintains equipment (e.g., canoes; trailers); removes trash; removes snow; cleans office area; takes vehicle to repair shop; operates mowing equipment to cut grass &/or clean debris/bushes).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of Section 1517 of revised code regarding scenic river rules & regulations\*; scenic river division policies & procedures\*; employee training & development; public relations; speech &/or oral communications; natural resources; biology; zoology; FEMA (i.e., flood plain regulations). Skill in operation of chainsaw & hand power tools\*; personal computer; keyboard. Ability to maintain accurate records; prepare meaningful, concise & accurate reports; handle sensitive inquiries from & contacts with general public & landowners.

(\*) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of associate core program in natural resources, biology, zoology, agronomy, horticulture or related field.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Exposed to weather extremes; exposed to danger of hand &/or power tools.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Scenic River Coordinator	22862	13	04/23/2000	30

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Coordinates scenic river stream quality monitoring & education programs (e.g., organizes educational programs for general public &/or specialized groups; schedules interpretive program; recruits volunteers for stream quality monitoring program; makes recommendations in development of program goals & objectives; assists supervisor in development of program budget; assists in planning agenda for & conducting scenic river advisory council meetings; attends meetings in absence of higher-level staff in order to represent scenic river program & makes recommendations regarding scenic river protection methods).

Conducts data collection studies for scenic river program (e.g., assists in ecological management of non-native &/or invasive species on scenic river preserves & compiles related documentation; operates sediment gauges in order to collect & maintain turbidity records; conducts aquatic habitat analysis &/or conservation easement compliance inspections); provides work direction to Scenic River Aides, 22861 (e.g., completion of river surveys, profiles &/or cross sections).

Schedules & conducts training sessions for volunteers, landowners &/or general public; assigns volunteers to scenic river monitoring stations; responds verbally &/or in writing to requests for information; promotes scenic river program to general public &/or land owners (e.g., development of brochures; attending exhibits &/or fairs; delivery of speeches &/or seminars).

Reviews scenic river quality assessment forms, checks for accuracy & enters into database; logs assessment forms; compiles summaries for annual report; maintains data base of volunteers &/or mailing labels; develops training manuals; researches scenic river data (e.g., histories) &/or maintains & updates scenic river files.

Performs general maintenance on facilities vehicles, equipment &/or office area; uses power hand tools &/or chain saws to cut grass, clean debris &/or set up construction on scenic river areas.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of Sections 401, 404 & 1517 of revised code regarding scenic river rules & regulations\*; scenic river division policies & procedures\*; employee training & development; public relations; speech &/or oral communication; natural resources; biology; zoology; FEMA (i.e., flood plain regulations). Skill in operation of chainsaw & hand power tools\*; personal computer; keyboard. Ability to define problems, collect data, establish facts & draw valid conclusions; maintain accurate records; prepare meaningful, concise & accurate reports; handle sensitive inquiries from & contacts with general public & landowners; prepare & deliver speeches &/or seminars, training sessions, presentations to general public &/or landowners.

(\*) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in natural resources, biology, zoology, agronomy, horticulture or related field.

-Or 24 mos. exp. as Scenic River Aide, 22861.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Exposed to weather extremes; exposed to danger of hand &/or power tools.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Assistant Regional Scenic River Manager	22865	EX	06/18/2000	11

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Acts as assistant to Regional Scenic River Manager, 22866, assists manager in development of regional scenic river program goals & objectives & in absence of manager, assumes overall responsibility for regional scenic river program & supervises Scenic River Coordinators, 22862 &/or Scenic River Aides, 22861, prepares draft &/or proposed management plans & facility development recommendations for scenic river preserves, assists manager in development of regional budget & monitors overall expenditures, assists in development of & conducts training to staff regarding scenic river regulations (e.g., environmental), assists in drafting program management plans, develops plans (e.g., reduction of erosion for riverfront property owners; sonic management plans) & assists regional staff in conducting training programs.

Responds to verbal &/or written requests for information; refers complaints to manager; initiates contacts with outside agencies (e.g., department of transportation; county engineers; township trustees; road departments; sewer district &/or public utilities) regarding regulatory requirements; conducts onsite visits & makes written recommendations to protect environmental quality; represents scenic river program at district &/or statewide meetings; serves as local contact for river issues; coordinates special events; attends meetings (e.g., advisory councils; staff; local officials; landowners).

Compiles weekly, quarterly, monthly & annual reports; drafts management plans for scenic rivers & scenic river preserves.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of Sections 401, 404 & 1517 or revised code regarding scenic river rules & regulations\*; scenic river division policies & procedures\*; employee training & development; supervisory principles & techniques; public relations; speech &/or oral communication; natural resources; biology; zoology; FEMA (i.e., flood plain regulations). Skill in operation of chainsaw & hand power tools\*; personal computer; keyboard. Ability to define problems, collect data, establish facts & draw valid conclusions; maintain accurate records; prepare meaningful, concise & accurate reports; handle sensitive inquiries from & contacts with general public & landowners; prepare & deliver speeches &/or seminars, training session, presentations to general public &/or landowners; establish friendly atmosphere as assistant regional manager.

(\*) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in natural resources, biology, zoology, agronomy, horticulture or related field; 12 mos. trg. or 12 mos. exp. in supervisory principles & techniques.

-Or 12 mos. exp. as Scenic River Coordinator, 22862.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Not applicable.