

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Natural Resources Worker

SERIES NO.:

2261

MAJOR AGENCIES:

Natural Resources only

EFFECTIVE DATE:

SERIES PURPOSE:

The purpose of the natural resources worker occupation is to perform a variety of general support services (e.g., routine & semi-skilled maintenance functions, custodial &/or housekeeping functions, clerical duties, various tasks at income-producing facility at state park, tasks at state campground) which can vary from day to day & based upon division assignment.

The classification is reserved for use by the Ohio Department of Natural Resources only, and only for other than permanent positions.

CLASS TITLE:

Natural Resources Worker

CLASS NUMBER:

22611

EFFECTIVE DATE:

12/21/1997

CLASS CONCEPT:

The entry level classification works under immediate supervision & requires formal education in arithmetic that includes addition & subtraction, & in reading & speaking common English vocabulary in order to perform variety of general support tasks (e.g., custodial, housekeeping, groundskeeping, clerical, tasks at income-producing facility at state park, tasks at state campground) which may vary from day to day & based upon division assignment.

CLASS TITLE: Natural Resources Worker	CLASS NUMBER: 22611	BARGAINING UNIT: 06
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EFFECTIVE DATE:
12/21/1997

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.)

Performs variety of general support duties which may vary from day to day & based upon division assignment & assists in performing duties &/or practices of division/office for which employee is assigned (e.g., routine or semi-skilled maintenance & groundskeeping functions: mows grass/greens; trims & cuts trees; landscaping & grounds maintenance; paints signs & buildings; performs minor carpentry, electrical & plumbing tasks; assists with repair to area structures; assembles picnic tables; applies fertilizer & pesticides; collects water samples; performs maintenance to vehicles & equipment; &/or custodial & housekeeping functions: cleans lodge/hotel facilities, buildings, restrooms & cabins; sweeps & scrubs interiors; applies chemicals for cleaning; removes trash; strips & waxes floors; washes & dries laundry; sets up housekeeping; &/or clerical duties: types correspondence, reports & payrolls; files; acts as receptionist; opens & distributes mail; answers telephone; maintains balance of receipts; calculates totals & posts figures to journal; orders supplies; collects fees & writes receipts; researches & writes reports; sells dock permits; conducts tours; &/or works at income-producing facility such as commissary: takes money & makes change; operates credit card machine & cash register; submits purchase orders to order items for re-sale; maintains inventory; prepares & serves food items & beverages; rents & issues golf carts & clubs; collects fees; calculates costs & balances income ledger; writes bank deposits; records complaints; performs public relations duties; does general bookkeeping; compiles reports; &/or performs various duties at state park campground such as registering campers/cabin/lodge guests, calculating daily camp receipts & preparing reports, assisting campers with problems & operating 2-way radio).

Trains new employees & oversees other workers engaged in various tasks when assigned; operates variety of equipment as necessary & related to tasks assigned (e.g., operates typewriter, personal computer, fax, telephone, calculator, photocopier, 2-way radio, tractor, mower, chainsaw, weedeater, hand & power tools, dump truck, cash register, buffer, pick-up truck).

MAJOR WORKER CHARACTERISTICS:

Knowledge of division operating rules & procedures*, safety practices associated with chemicals to be applied, & hand & power tools & motorized equipment to be used*. Skill in use of office equipment (e.g., telephone, photocopier, fax machine, cash register, calculator, typewriter, personal computer), 2-way radio, hand & power tools & motorized vehicles (e.g., pick-up truck, dump truck)*. Ability to carry out detailed, but basic written or oral instructions; add, subtract, multiply & divide whole numbers; read simple sentences with basic, concrete vocabulary; work alone on some tasks & cooperate with co-workers on group projects.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition & subtraction & in reading & speaking common English vocabulary.

-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:

May work outside, may require travel.