

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

Natural Resources Technician

SERIES NUMBER

2262

MAJOR AGENCIES

Natural Resources only

EFFECTIVE

09/30/2018

SERIES PURPOSE

The purpose of the natural resources technician occupation is to ensure a clean & safe natural resources area by performing labor & maintenance work.

At the entry level, incumbents perform a variety of unskilled general labor & preventative maintenance &/or repair functions &/or support services associated with revenue generating operations &/or assist higher level staff with semi-skilled labor & maintenance functions. At the first full performance level, incumbents perform semi-skilled general labor & maintenance functions &/or assist higher level staff with semi-skilled & skilled labor & maintenance functions. At the second full performance level, incumbents perform skilled labor & maintenance functions &/or act as lead worker over assigned personnel performing unskilled & semi-skilled general labor & maintenance functions.

Glossary: the terms below are to be interpreted as follows wherever they appear in the classification specification:

Unskilled Equipment: cleaning equipment (e.g., floor buffer, carpet cleaner, steamer); air tool; string trimmer; leaf blower; snow blower; mower; log splitter; pressure washer; rotary hammer; jack hammer; generator; utility water pump; tractor; trailer; all-terrain vehicle; golf cart; manual forklift; turf maintenance (e.g., seeder, aerator, sprayer); bunker rake; walk behind aerifier; spreader.

Semi-Skilled Equipment: snow plow; stump grinder; power saw; chain saw; chipper; welder; torch; motorboat; dump truck, skidsteer &/or tractor with or without attachments (e.g., blade, bush hog, bat wing, brush cutter, auger); trenchers; aerification equipment; sod cutter; chemical sprayer; walk behind verticutter.

Skilled Equipment: back hoe; bulldozer; bucket truck; packer truck; boom mower; excavator; reel & bedknife grinder.

JOB TITLE

Natural Resources Technician 1

JOB CODE

22621

PAY GRADE

03

EFFECTIVE

12/10/2017

CLASS CONCEPT

The entry level class works under immediate supervision & requires some knowledge of general labor & maintenance in order to perform unskilled general labor & preventative maintenance &/or repair functions of indoor/outdoor facilities, grounds &/or equipment &/or perform support services associated with revenue generating operations &/or assist higher level staff with semi-skilled labor & maintenance functions.

JOB TITLE

Natural Resources Technician 2

JOB CODE

22622

PAY GRADE

05

EFFECTIVE

12/10/2017

CLASS CONCEPT

The first full performance level class works under general supervision & requires working knowledge of unskilled & semi-skilled general labor & preventative maintenance in order to perform semi-skilled general labor & preventative maintenance functions of indoor/outdoor facilities, grounds &/or equipment &/or assist higher level staff with semi-skilled & skilled labor & maintenance functions.

JOB TITLE

Natural Resources Technician 3

JOB CODE

22623

PAY GRADE

07

EFFECTIVE

12/10/2017

CLASS CONCEPT

The second full performance level class works under direction & requires considerable knowledge of semi-skilled & skilled labor & preventative maintenance in order to perform skilled labor & maintenance functions of indoor/outdoor facilities, grounds &/or equipment &/or act as lead worker over assigned personnel performing unskilled & semi-skilled labor & maintenance functions of indoor/outdoor facilities, grounds &/or equipment.

JOB TITLE

Natural Resources Technician Supervisor

JOB CODE

22625

PAY GRADE

10

EFFECTIVE

09/30/2018

CLASS CONCEPT

The supervisory level class works under general direction & requires through knowledge of semi-skilled & skilled labor & preventative maintenance in order to supervise assigned personnel performing unskilled & semi-skilled labor & maintenance functions in indoor/outdoor facilities, grounds &/or equipment.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Natural Resources Technician 1	22621	06	12/10/2017	03

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 a variety of unskilled general labor & preventative maintenance &/or repair functions of indoor/outdoor facilities, grounds &/or equipment &/or assists higher level staff with semi-skilled general labor & maintenance functions (e.g., cleans &/or maintains indoor/outdoor public facilities & grounds; performs routine landscape &/or maintenance of facilities, grounds, &/or equipment; applies chemicals under license of commercial applicator or limited commercial applicator; operates machine tools & equipment in the unskilled & semi-skilled equipment list; performs minor carpentry, electrical, plumbing repairs & maintenance; paints signs & buildings; performs minor unskilled mechanical maintenance & repairs on equipment & vehicles; monitors &/or observes facilities, grounds & equipment for safety &/or maintenance needs & takes appropriate action; performs unskilled conservation work (e.g., removes invasive plants; cares for animals; plants trees, shrubs, crops; digs trenches, assemble bird boxes); &/or assists higher level staff with semi-skilled functions (e.g., biological sampling & data collection; water treatment processing (pool, beach, or other bodies of water) &/or waste water treatment system(s) per procedures & guidelines &/or performs variety of support services associated with revenue generating operations (e.g., assists with campground check in/out, collects fees, performs point of sale transactions, stocks shelves in camp store) & transports staff, equipment & supplies throughout assigned work areas.

Performs general customer service & clerical support duties (e.g., answers phone, contacts vendors, delivers mail;) &/or completes appropriate documentation; processes reports; provides support for facilities & grounds (e.g., assists with special events; provides facility information & routine assistance to visitors; replenishes needed supplies.)

MAJOR WORKER CHARACTERISTICS

Knowledge of equipment safety practices*; cleaning practices & procedures*; rules & procedures*. Skill in equipment operation (e.g., tractor, lawn mower, string trimmer, all-terrain vehicles, golf cart snow blower, cleaning equipment)*; use of office equipment (e.g., telephone, photocopier, fax machine, cash register, calculator, personal computer)*; hand & power tools & motorized vehicles (e.g., pick-up truck)*; equipment & vehicle general maintenance & repair*. Ability to carry out detailed, but basic written or oral instructions; add, subtract, multiply & divide whole numbers; complete routine forms; comprehend short sentences with basic, concrete vocabulary; recognize safety warnings; work alone on some tasks & cooperate with co-workers on group projects; lift up to 100 lbs.; maneuver up to 150 lbs.; answer routine telephone or face to face inquiries from public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Formal education in arithmetic that includes addition, subtraction, multiplication & division & in reading & speaking common English vocabulary; valid driver's license; valid Commercial Driver's License required if motor equipment is of type & size regulated by Section 4506.01 & 4506.12 of Ohio Revised Code.

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

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Positions responsible for application of regulated chemicals must receive instruction from commercial applicator or limited commercial applicator in proper use of equipment & all pesticides with which employee is to work per Ohio Revised Code 921.01 (VV); positions in Department of Natural Resources, Division of Forestry Wildfire Program only, must successfully complete Basic Firefighter Introduction to Fire Behavior Course (S-130/S-190) within first year of employment.

UNUSUAL WORKING CONDITIONS

May be exposed to dirt, dust, fumes & noise; may be exposed to chemicals; may work in, on or near water; may work evenings, weekends &/or holidays; works outside & may be exposed to inclement weather; may be exposed to dangerous machinery, unpleasant odors, human & animal waste, outdoor elements (e.g., animals, insects, poison ivy).

JOB TITLE	JOB CODE	B. U.	EFFECTIVE	PAY GRADE
Natural Resources Technician 2	22622	06	12/10/2017	05

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 a variety of semi-skilled general labor &/or preventative maintenance functions of indoor/outdoor facilities, grounds &/or equipment (e.g., minor painting, minor electrical repair, rough plumbing, carpentry, masonry) &/or assists higher level staff with semi-skilled & skilled labor & maintenance functions (e.g., performs electrical, plumbing repairs & maintenance; performs semi-skilled carpentry; performs semi-skilled maintenance & repairs on equipment, heating/cooling systems, & vehicles); operates machine tools & equipment in the semi-skilled equipment list; responsible for monitoring &/or observation of facilities, grounds & equipment for safety &/or maintenance needs & takes appropriate action; transports staff, equipment & supplies throughout assigned work areas; applies chemicals under license of commercial applicator or limited commercial applicator; assists in repairing, maintaining & monitoring of water &/or sewage treatment plants); performs routine maintenance & makes minor vehicle & equipment repairs (e.g., oil changes, lubrications, tune-ups, tire or belt changes, sharpens blades).

Provides general customer services &/or support for facilities & grounds (e.g., contacts vendors, answers visitor questions, provides directions, assists at special events, aides in emergencies); resolves routine issues with approval &/or within established guidelines (e.g., contacts vendors); completes & maintains appropriate documentation on vehicles & equipment (e.g., maintenance records & logs); prepares & processes reports; monitors &/or purchases supplies for adequate inventory.

MAJOR WORKER CHARACTERISTICS

Knowledge of equipment safety practices; rules & policies*; cleaning practices & procedures; semi-skilled maintenance functions (e.g., minor electrical repair, rough plumbing repairs, carpentry, masonry, painting, heating & minor welding & cutting). Skill in use of shop, hand & power tools in completing semi-skilled maintenance functions; equipment operation (e.g., tractor, dump truck, lawn mower, chain saw); use of office equipment (e.g., telephone, photocopier, fax machine, scanner, calculator, personal computer); unskilled & semi-skilled equipment & vehicle maintenance & repair*. Ability to solve practical problems involving one or two variables within familiar context; add, subtract, multiply & divide whole numbers; complete routine forms; lift up to 100 lbs.; maneuver up to 150 lbs.; answer routine telephone or face to face inquiries from public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

6 mos. trg. or 6 mos. exp. in semi-skilled maintenance functions (i.e., minor electrical repair, rough plumbing repairs, carpentry & masonry); 6 mos. trg. or 6 mos. exp. in equipment safety practices; 6 mos. trg. or 6 mos. exp. in use of shop, hand & power tools; 6 mos. trg. or 6 mos. exp. in operation of mowers & trucks; 6 mos. trg. or 6 mos. exp. in equipment & vehicle maintenance; valid driver's license; valid commercial driver's license required if motor equipment is of type & size regulated by Sections 4506.01 & 4506.12 of Ohio Revised Code.

-Or 6 mos. exp. as Natural Resources Technician 1, 22621.

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

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Positions responsible for application of regulated chemicals must receive instruction from commercial applicator or limited commercial applicator in proper use of equipment & all pesticides with which employee is to work per Ohio Revised Code 921.01 (VV); positions operating watercraft must complete boat operator education course per Ohio Revised Code 1547.05; positions in Department of Natural Resources, Division of Forestry Wildfire Program only, must successfully complete Basic Firefighter Introduction to Fire Behavior Course (S-130/S-190) within first year of employment.

UNUSUAL WORKING CONDITIONS

May be exposed to dirt, dust, fumes & noise; may be exposed to chemical spray; may work in, on or near water; may work evenings, weekends &/or holidays; works outside & may be exposed to inclement weather; may be exposed to dangerous machinery, unpleasant odors, human & animal waste, outdoor elements (e.g., animals, insects, poison ivy).

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Natural Resources Technician 3	22623	06	12/10/2017	07

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 skilled labor & maintenance functions of indoor/outdoor facilities, grounds &/or equipment (e.g., performs skilled electrical, plumbing repairs & maintenance; performs skilled carpentry; performs masonry work; operates river locks; performs skilled mechanical maintenance & repairs on equipment, heating/cooling systems, &/or vehicles (e.g., break lines, fuel pumps, alternators, hydraulics, pneumatics, river locks); performs complex welding (e.g., fabrication, structural, technical); operates machine tools & equipment in the skilled equipment list; monitors &/or observes facilities, grounds & equipment for safety &/or maintenance needs & takes appropriate action; transports staff, equipment & supplies; applies chemicals as commercial applicator; assists in repairing, maintaining & monitoring of water &/or sewage treatment plants):

&/OR

Serves as lead worker (i.e., provides work direction & training) over assigned personnel performing unskilled &/or semi-skilled labor & maintenance functions of indoor/outdoor facilities, grounds &/or equipment (e.g., coordinates semi-skilled carpentry, electrical, plumbing repairs & maintenance; coordinates semi-skilled maintenance & repairs on equipment & vehicles; coordinates facilities, grounds & equipment for safety &/or maintenance needs & takes appropriate action).

Provides support for facilities & grounds (e.g., special events, facility & visitor information); resolves disputes, complaints & problems within established guidelines (e.g.); maintains & tracks supplies, inventory, expenses, & other facility business; compiles daily & monthly reports & documentation.

MAJOR WORKER CHARACTERISTICS

Knowledge of equipment safety practices; laws, rules & policies*; cleaning practices & procedures; employee training & development*; skilled & semi-skilled trade procedures (e.g., carpentry, plumbing, heating, electrical); record keeping*. Skill in use of shop, hand & power tools in completing skilled & semi-skilled trade functions; equipment operation (e.g., tractor, dump truck, lawn mower, chain saw, boom mower*, bulldozer*, backhoes*, bucket truck*); use of office equipment (e.g., telephone, photocopier, fax machine, cash register, calculator, personal computer); equipment & vehicle maintenance & repair. Ability to understand system of mechanical procedures; apply principles to solve practical everyday problems; calculate fractions, decimals & percentages; maintain records & reports; lift up to 100 lbs.; maneuver up to 150 lbs.; answer routine telephone or face to face inquiries from public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

12 mos. trg. or 12 mos. exp. in safety practices; 12 mos. trg. or 12 mos. exp. in use of shop, hand & power tools & light equipment; 12 mos. trg. or 12 mos. exp. in carpentry, electrical repair & plumbing; 12 mos. trg. or 12 mos. exp. in equipment operation, maintenance & repair (e.g., tractors with attachments); valid driver's license; valid commercial driver's license required if motor equipment is of type & size regulated by Sections 4506.01 & 4506.12 of Ohio Revised Code.

-Or 6 mos. exp. as Natural Resources Technician 2, 22622.

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

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Pesticide applicator license as issued by Department of Agriculture required if applying chemicals regulated by law within one year of hire; positions operating watercraft must complete boat operator education course per Ohio Revised Code 1547.05; positions in Department of Natural Resources, Division of Forestry Wildfire Program only, must successfully complete Basic Firefighter Introduction to Fire Behavior Course (S-130/S-190) within first year of employment.

UNUSUAL WORKING CONDITIONS

May be exposed to dirt, dust, fumes & noise; may be exposed to chemical spray; may work in or near water; may work evenings, weekends &/or holidays; works outside & may be exposed to inclement weather; may be exposed to dangerous machinery; unpleasant odors, human & animal waste, outdoor elements (e.g., animals, insects, poison ivy).

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Natural Resources Technician Supervisor	22625	EX	09/30/2018	10

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.)

Supervises personnel performing unskilled & semi-skilled labor & maintenance functions of indoor/outdoor facilities, grounds &/or equipment to include groundskeeping, landscaping, building maintenance, maintenance of electrical systems, heating/cooling systems, treatment plant operations, water distribution system, equipment maintenance, beach maintenance, dock repair, lake debris removal, vehicle & watercraft maintenance, construction & repair, trash & litter removal; develops & implements short & long-range maintenance goals for park's operational plan; participates as member of management team to develop & manage maintenance budget (e.g., projects future maintenance needs & monitors expenditures); prepares purchase orders, obtains price quotes, compares specifications & collects bids, purchases supplies & materials; coaches & develops staff; plans work schedules, recommends & coordinates work projects; develops & implements safety training programs for maintenance employees; records figures & writes reports (e.g., employee training, vehicle & equipment expenses, fuel consumption).

Instructs crews on maintenance projects; performs semi-skilled & skilled carpentry, electrical, plumbing & masonry functions (e.g., replaces roofs, builds structures, lays wire, replaces water lines, replumbs units); performs welding & metal cutting; reads & interprets manuals, blueprints, schematics, analyzes technical problems & provides solutions.

Evaluates & makes recommendations for specific equipment needs; conducts safety meetings & instructs employees on proper methods of vehicle & equipment operation, maintenance & proper storage; cleans up hazardous material spills; operates motor vehicles (e.g., trucks, sedans); explains park policies & resolves customer complaints on maintenance related issues.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques; purchasing*; employee training & development*; inventory control; record keeping; equipment & material safety practices; laws, rules & policies*; cleaning practices & procedures; skilled & semi-skilled trade procedures (e.g., carpentry, plumbing, heating, electrical). Skill in use of shop, hand & power tools in completing skilled & semi-skilled trade functions; equipment operation (e.g., tractor, dump truck, lawn mower, chain saw, boom mower*, bulldozer*, backhoes*, bucket truck*); use of office equipment (e.g., telephone, photocopier, fax machine, cash register, calculator, personal computer); equipment & vehicle maintenance & repair. Ability to define problems, collect data, establish facts & draw valid conclusions; calculate fractions, decimals & percentages; read & interpret trade manuals; review reports & maintain accurate records; establish friendly atmosphere as supervisor of work unit; lift up to 100 lbs.; maneuver up to 150 lbs.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

18 mos. trg. or 18 mos. exp. in skilled & semi-skilled maintenance trades (i.e., carpentry, plumbing, electrical); 18 mos. trg. or 18 mos. exp. in use of shop hand & power tools; 18 mos. trg. or 18 mos. exp. in public or commercial maintenance, equipment operations & associated safety practices; 3 mos. trg. or 3 mos. exp. in record keeping; 6 mos. trg. or 6 mos. exp. in supervisory principles/techniques; 6 mos. trg. or 6 mos. exp. in employee training & development; valid driver's license; valid commercial driver's license required if motor equipment is of type & size regulated by Sections 4506.01 & 4506.12 of the Ohio Revised Code.

-Or 6 mos. exp. as a Natural Resources Technician 3, 22623.

-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 be exposed to dirt, dust, fumes & noise; may be exposed to chemical spray; may work in or near water; may work evenings, weekends &/or holidays; works outside & may be exposed to inclement weather; may be exposed to dangerous machinery; unpleasant odors, human & animal waste, outdoor elements (e.g., animals, insects, poison ivy).