THE VILLAGE OF INDIAN HILL

Job Vacancy Announcement

Part Time Grand Valley Preserve Worker

Description

The Village is accepting applications for the position of Part Time Grand Valley Preserve Worker. Under the direction of the Grand Valley Preserve Manager, the Preserve Worker is responsible for overseeing recreation and leisure activities, as well as supporting the operation and maintenance of the Grand Valley Preserve.

This position serves in multiple capacities, including acting as an uncommission ranger by providing community relations support and on-site rule enforcement; assisting with maintenance by performing routine and assigned tasks to ensure parkland, buildings, and facilities remain safe, clean, and well-maintained; and serving as a liaison to visitors utilizing preserve areas.

For this part-time role, we welcome individuals with hands-on experience or a personal passion for nature, wildlife, or conservation, including students or early-career naturalists. Prior experience in parks, environmental education, conservation, or similar fields is preferred but not required.

The nature of this position requires availability for a variety of non-traditional hours, including evenings, weekends, and holidays, with a maximum of up to 28 hours per week.

The Grand Valley Preserve, a former gravel excavation site, was acquired by the Village of Indian Hill in 2002. The 379-acre site has been the focus of a reclamation project to restore wildlife and the Preserve's natural beauty. The Preserve includes a few miles of beautiful walking trails and small lakes for fishing, canoeing and kayaking.

Essential Duties and Responsibilities

- Welcomes visitors, provides information and assistance to preserve visitors, and responds to visitors' questions. While assisting visitors, assesses visitors' needs, provides basic direction, options, or solutions if a situation presents itself. If situations require a response above basic direction, elevates situation to appropriate personnel.
- Processes, updates and assigns passes by entering new access cards.
- Makes rounds regularly throughout work shifts to maintain high visibility with visitors. Rounds through preserve may be made by vehicle, utility task vehicle, or on foot. Makes rounds throughout preserve and trails, looks for signs of vandalism, misuse, trespass, maintenance problems, or safety hazards, and reports any findings to Preserve Manager.
- Manages natural areas for ecological and wildlife diversity. This includes invasive plant removal, prescribed fire, rotational mowing, nesting box maintenance, native seed planting, fisheries management, and more.
- Be able to work quickly under pressure and be willing and diplomatic in confronting users who are not following preserve rules and enforce regulations set forth by the Village.
- Opens and closes gates and facilities, performs final security checks before leaving.
- Assures that the preserve and recreation facilities are maintained in a safe and functional operational manner; provides warning system if inclement weather.
- Safe and effective operation of vehicles, machinery, and equipment.
- Provides security and enforces membership, animal and fishing regulations.

- Ensures watercraft standards are followed to ensure appropriate maintenance of the high-quality water system.
- Independently performs routine and/or daily assignments and work as part of a project team. Examples include, but are not limited to, grounds keeping, mowing, trimming, mulching, trail repairs, clearing downed trees, minor building and equipment repairs, liter and trash removal, janitorial, event setup and cleanup, etc.
- May respond to emergency situations as needed involving accidents, debris, or other situations.
- Participates in meetings, seminars, trainings and events as needed.

Knowledge, Skills and Abilities

- Knowledge of natural areas management such as plant and animal identification, invasive plant control, prescribe fire, etc.
- Ability to work flexible hours (to include nights, weekends and holidays).
- Must possess excellent customer service skills.
- When contact with public is required, ability to maintain courteous, helpful attitude.
- Should be aware of proper local, state and federal safety practices and standards.
- Must possess high degree of integrity, good professional judgment, motivation, and a positive attitude.
- Skill in operating power equipment, hand tools, motor vehicles, heavy machinery and related equipment.
- Strong organizational skills.
- Ability to work independent and with minimum supervision.
- Physical condition and strength to perform manual labor like heaving lifting, loading, and digging over a continuous period of time.
- Ability to safely and confidently operate watercraft.
- Ability to understand, follow and execute oral and written directions.

Required Education and Experience

- High School diploma or equivalent
- Must be a minimum of 18 years of age
- Experience in one or more of the following areas: grounds keeping, park maintenance, building maintenance, use of hand tools and power equipment, rule enforcement, OR customer service
- Prior law enforcement experience is helpful, but not required

Tools and Equipment Used

Computer including word processing, spreadsheet, database and various software programs, copy machine, fax machine, printer, telephone and other small office equipment; light to heavy equipment such as backhoe, bobcat, skid steer; various hydraulic powered hand tools, chain saws and other hand powered and non-powered hand tools; mowing and fertilizing equipment, blowers, string and hedge trimmers, blower and other similar mechanical equipment and tools.

Requirements and Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
Sufficient personal mobility, stamina, flexibility and balance to perform maintenance and repair operations that require bending, stooping, kneeling, stretching and other physical exertions. Manual dexterity in order to grasp, install, manipulate, or assemble objects. Must have physical ability for maneuvering and lifting canoes, kayaks

and paddleboards. Requires dexterity to walk over uneven terrain and unfamiliar terrain. Work is usually performed in an outdoor environment within City facilities and work sites. The employee will be exposed to loud noise, mechanized equipment, dirt, dust, snow, heat, chemicals, and foul odors. Performs work in all weather conditions for extended periods of time. Work requires sufficient physical strength and ability to independently and repeatedly lift, move, and carry objects weighing up to 75 pounds and to repeatedly lift, move, and carry objects weighing more than 75 pounds with assistance. Requires ability to work flexible hours (to include nights and weekends).

Hourly Rate

Hourly rate of $14.62 to $24.00, depending on qualifications.

Application Process

Qualified applicants are required to submit a completed application for employment. Original signature is required on any paper application form submittals. It is the responsibility of the applicant to carefully list all pertinent experience, training and certifications. All documents may be submitted electronically through the Village's website (https://indianhill.gov/employment) mailed or delivered to the attention of:

Jessica Chaney
Director of Administrative Services
Village of Indian Hill
6525 Drake Road
Cincinnati, OH 45243
(513) 561-6500
jchaney@indianhill.gov

The recruitment will remain open until the positions are filled. Applications will be reviewed as they are received. Successful candidates will be required to pass a background check, pre-employment drug screening and physical examination.