

Mahaska County Conservation Job Description

Park Ranger Revised: 10/20/2025

Position Description Summary:

The Park Ranger is a full-time non-exempt, at will employee of the Mahaska County Conservation Board. This position shall have a probationary period of six (6) months commencing on the date of hire or appointment as law enforcement officer if Iowa Law Enforcement Academy (ILEA) certified or terminating nine (9) months following the date of successful completion of training at the ILEA. The Park Ranger carries out assigned routine duties relating to maintenance in all county conservation areas and completes improvement projects in the areas assigned, under the supervision of the Executive Director. The Park Ranger is responsible for the care and maintenance of all MCCB equipment. The Park Ranger serves as supervisor for all part-time and seasonal help assigned to the operation section of the department. Performs law enforcement duties in MCCB areas by patrolling and checking facilities as scheduled. The Park Ranger assists the public by providing information and help when needed. The Park Ranger is responsible for developing and carrying out natural resource management plans.

Education and Experience Requirements:

Graduation from an accredited four-year college or university with a Bachelor's degree in natural resource, science, law enforcement or a related field or from an accredited two year college with an Associate degree in any natural resource, science, law enforcement or related field and three years' experience in park management. Must be eligible for enrollment in Iowa Law Enforcement Academy (ILEA) or an ILEA graduate.

Required Special Certification Requirements:

- Must have a valid Iowa driver's license and dependable transportation.
- Must have or be able to acquire within one (1) year of hire the following:
 - The ability to acquire Class A CDL,
 - Law Enforcement Officer by State of Iowa (ILEA),
 - Chemical Applicators Certification in Category 6,
 - Basic Wildland Firefighter (S-130), Introduction to Wildland Fire Behavior (S-190) and Intermediate Wildland Fire Behavior (S-290) certifications,
 - Chainsaw Safety certification,
 - CPR, First Aid, AED certification.

Knowledge, Skills, Abilities:

- Parks/Maintenance
 - Ability to work varied work schedules, weekends, holidays, and extra hours as needed to complete assignments,
 - Ability to work in extreme weather conditions,

- Knowledge of park maintenance techniques,
- Knowledge of equipment maintenance techniques,
- Knowledge of chemicals and ability to use to control noxious weeds,
- Knowledge of trail development, maintenance, and universal sign standards,
- Ability to organize, promote and present presentations and activities as assigned
- Knowledge of the county budget process,
- Knowledge of rules and regulations of the Mahaska County Conservation Board and the State of Iowa regarding parks, wildlife and conservation of resources.
- Fish and Wildlife Management
 - Knowledge of flora and fauna,
 - Knowledge of tree and prairie planting techniques,
 - Knowledge of fish and wildlife management practices.
- General skills
 - Ability to plan projects and carry out instructions in thorough manner,
 - Ability to keep accurate and professional records,
 - Ability to meet deadlines,
 - Ability to work independently, make decisions and act quickly and decisively on a determined course of action,
 - Ability to communicate effectively, both orally and in writing,
 - Ability to work with others in a positive, professional manner,
 - Ability to follow instructions and accept constructive criticism,
 - Ability to set priorities, goals, and objectives,
 - Ability to push, pull and lift 100 lbs.

Specific Duties:

- Provides routine maintenance for all MCCB areas,
- Performs law enforcement duties in accordance to MCCB policy,
- Patrol Park areas enforcing laws/regulations pertaining to the operation of county parks; issue summons, and arrest persons violating state, federal, or local laws/regulations; may counsel, advise, or detain individuals whose actions endanger persons/property; cooperates/coordinates with local law enforcement agency activities; keeps the Director apprised of activities; provides for the safety of visitors, including administration of first aid in emergencies. Collects and reports all law enforcement incidences,
- Collect fees in MCCB areas and facilities,
- Assists with conservation practices on private lands as assigned,
- Represents MCCB at official meetings as assigned,
- Assists with public relations/education efforts as assigned,
- Keeps shop and equipment storage areas clean and in safe conditions at all times,
- Works to keep all vehicles and equipment in good repair and working condition by providing preventative maintenance on a regular basis,
- Promptly informs Director of equipment malfunctions, equipment needs and material needs,
- Reports accidents and injuries suffered by ranger, subordinates, or other staff to Director as soon as possible,

- Works to control noxious and invasive species in MCCB areas in an effective and safe manner,
- Meets public and other staff members in a courteous, professional manner,
- Trains subordinate employees in the safe operation of equipment and tools,
- Performs all other duties as assigned- Job description in no way states every duty to be performed by the employee.

Hours of Work:

Generally, 40 hours per week during a seven (7) day period. May be required to work additional hours on weekends or during the week.

Special Requirements:

Ability to successfully complete all pre-employment requirements such as a criminal background and pre-employment physical including drug screening.

Mahaska County is an Equal Employment Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and position incumbents to discuss accommodations with Employer.