



# Trempealeau County Opening Parks and Environmental Specialist

## **PURPOSE OF POSITION:**

The purpose of this position is to function as a park ranger for all areas managed by the Trempealeau County Parks, Tourism and Economic Development Committee, provide support for the implementation of the Trempealeau County Land and Water Resource Management Plan, and lead grounds and maintenance efforts for the county park system. Duties include, supervise park staff; assure safe well-maintained park facility and provide support for a variety of environmental programs. The work is performed under the direction of the Director of Land Management.

## **REQUIRED QUALIFICATIONS:**

Associate's Degree in a conservation related field or parks and recreation with two years of experience in management, park operations, or any combination of education and experience that provides equivalent knowledge, skills and abilities. Must be computer literate and proficient in Microsoft Office Suite and be able to demonstrate effective oral, written and interpersonal communication skills. Ability to effectively communicate using the Spanish language a plus. Experience using social media as a marketing source desired. Valid motor vehicle operator's license required. Refer to the attached job description for additional information.

## **COMPENSATION / BENEFITS:**

The 2019 starting salary for this exempt position is \$39,540 to \$46,259 annually depending upon qualifications. Trempealeau County's compensation plan considers annual wage step increases. A comprehensive benefit package is offered to county employees including health insurance, pension, flex spending account, dependent care reimbursement, deferred compensation, dental, vision, short-term disability, life insurance, critical illness insurance, cancer insurance, and accident insurance, paid holidays, vacation and sick leave.

All required application materials may be found at [www.tremplcounty.com](http://www.tremplcounty.com)

To be considered a completed Trempealeau County Employment Application must be submitted (via mail, email, fax, or hand-delivered) to Human Resources by:

**Open Until Filled with Initial Application Review March 26<sup>th</sup>, 2019**

### **Trempealeau County Human Resource Department**

36245 Main St., PO Box 67, Whitehall, WI 54773

Telephone: 715-538-2311 ext. 224

Fax: 715-538-4776

Email: [hr@co.trempealeau.wi.us](mailto:hr@co.trempealeau.wi.us)

Visit our website at [www.tremplcounty.com](http://www.tremplcounty.com)

Equal Opportunity Employer / Affirmative Action

# 2019 EMPLOYEE BENEFITS



TREMPEALEAU COUNTY (REGULAR PART-TIME/FULL-TIME EMPLOYEES)

*Non-Represented Benefit Package for 2019. A complete packet of benefits information will be provided to the candidate selected for the position. This illustration summarizes the benefits presently offered by Trempealeau County and is not a guarantee of benefits.*

Benefit Type	What you receive	Eligible	Who Pays
Medical*	County participates in the State of Wisconsin offered Health Plan. <u>\$500 individual / \$1000 family deductible.</u> Routine/Preventative services- plan pays 100%. Emergency Room copay - \$60 per visit. Annual Wellness Incentive - \$150 gift card for employee & spouse when annual physical or wellness screen is complete.	First of the month following 30 days of employment	County contributes 88% of the lowest cost plan. Employee Contribution Quartz-Community <u>Single Plan: \$86.08/per month</u> <u>Family Plan: \$211.49/per month</u> Premiums vary depending on plan selection. Other plans include WEA Trust West, Security Health Plan Central and Health Partners.
Flex Spending Account (FSA)	\$500 -Single Health Plan \$1000-Family Health Plan  County contributes either \$500/\$1000 for each employee enrolling in the county sponsored medical plan.	First of the month following 30 days of employment	Option to contribute up to an additional \$2700 for medical and \$5000 for dependent care per year. Expenses must be incurred January 1, 2019 through March 15, 2020 and submitted for reimbursement by May 31, 2020.
Dental	Delta Dental WI Plan: Preventative (100% no deductible), basic and major (80/50%) and orthodontic (50% with \$1500 individual max) coverage. Deductible \$50/person; \$150/family. Annual max \$1200 per person.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Employee: \$37.01 / month Employee + 1: \$73.48 / month Family: \$117.21 / month
Vision	Avesis Vision Plan: Eye exams (covered 100% in-network), lenses, frames, contact lenses and discount on Laser Vision Correction.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Employee: \$10.92 / month Employee + 1: \$19.11 / month Family: \$28.39 / month
Term Life Insurance	Life insurance coverage for yourself, spouse and children. Plan gives you the availability to choose how much life insurance you want and need. Coverage is portable after employment separation.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Cost varies based on age and coverage level electing.
Universal Life Insurance	Coverage provides protection while building cash value. Income tax free death benefit to your beneficiary and potential for loans and partial withdrawals base on available cash value. Coverage is portable after employment separation.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Cost varies based on age and coverage level electing.

Short-Term Disability	Provides financial resources with benefits available up to 60% of your salary during time off work due to illness/injury.	First of the month following 90 days of employment	<u>Employee pays 100%</u> Cost varies based on age and hourly rate of pay.
Group Accident	Lump sum benefit for off the job accidental injuries, pays in addition to other insurances, Low and High plan options available. Wellness benefit up to \$150 (low) \$400 (high) per year for covered individual. Coverage is portable after employment separation.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Employee Low: \$12.26 / month Employee High: \$18.52 / month  Employee plus children, Employee plus spouse and Family rates also available.
Group Cancer	Cancer Insurance to help you manage expenses of treatment (including experimental), pays in addition to other insurances. Plan covers cancer and up to 29 specified diseases. Wellness benefit of \$100 per year for covered individual. Low, Medium and High plan options available. Coverage is portable after employment separation.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Employee Low: \$16.94 / month Employee Medium: \$24.36 / month Employee High: \$36.14 / month  Employee plus children, Employee plus spouse and Family rates also available.
Group Critical Illness	Lump sum benefit for critical illness such as heart attack, stroke, major organ transplant, end stage renal failure. Pays in addition to other insurances Benefit amounts \$2500 - \$20,000 depending on illness. Supplemental benefits also available. Coverage is portable after employment separation.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Cost varies based on age, tobacco use and coverage level electing.  Rates per Employee, Employee plus children, Employee plus spouse and Family.
Pension	Wisconsin Retirement System (WRS). Eligible employees are required to pay 50% of the total WRS contribution rate for "general" employees. Pre-taxed.	Date of Hire ( <i>may not be eligible for part-time positions</i> )	<u>General employees</u> Employee: 6.55% County: 6.55%
Deferred Compensation	Available plans: WI Deferred Comp (WDC) and Nationwide (NACO). Allows you to invest today for retirement. Federal/State taxes are deferred until your assets are withdrawn.	Anytime	<u>Employee pays 100%</u> Available through payroll deduction (flat rate or percentage).
Vacation*	Accrues per pay period per year as follows. 1 – 5 years of service: 12 days 6-7 years of service: 15 days 8-10 years of service: 18 days 11-15 years of service: 20 days 16-25 years of service: 24 days 26+ years of service: 25 days	Accrual begins Date of Hire – must be here 6 months to begin utilizing accrued time	<u>Payout Upon Separation</u> 100% following 1 year introductory period.
Sick Leave*	Accrues per pay period up to 12 days per year. Max 960 hours.	Accrual begins Date of Hire	<u>Payout Upon Separation</u> Retirement: 100% max 480 hours.
Holidays*	New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, Personal Holiday. <i>Exception Highway employees: Veteran's Day in lieu of President's Day.</i>	Normally granted Holiday off with pay as listed	<u>Payout Upon Separation</u> None.  <i>Exception for certain Sheriff's Office employees for holidays earned.</i>

*\*Pro-rated benefits applicable for positions less than 40 hours per week. Refer to Human Resources for additional information.*

## Trempealeau County Position Description

<b>Name:</b>		<b>Department:</b>	Department of Land Management
<b>Position Title:</b>	Parks and Environmental Specialist	<b>FLSA:</b>	Exempt
<b>Date:</b>	February 2019	<b>Reports To:</b>	Director of Land Management

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### Purpose of Position

The purpose of this position is to function as a park ranger for all areas managed by the Trempealeau County Parks, Tourism and Economic Development Committee, provide support for the implementation of the Trempealeau County Land and Water Resource Management Plan, and lead grounds and maintenance efforts for the county park system.

### Essential Duties and Responsibilities

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Responsible for the operation of Trempealeau County parks.

Assures a safe, well-maintained park facility.

Directly supervises park staff. Prioritizes, schedules, and assigns tasks and projects.

Assists in hiring and training park staff. Assigns, supervises, and reviews parks employee tasks and projects. Provides assistance and counsels employees.

Inspects parks for security, safety, repair, and maintenance needs. Maintains maintenance and equipment records for Trempealeau County parks.

Inspects the operating condition of park equipment and coordinates maintenance and repair tasks for the parks.

Recommends contract repair and maintenance services for Trempealeau County parks. Calls service personnel in emergencies and repairs.

Prepares bid notices for Director of Land Management review for all parks projects and enforces maintenance contracts.

Coordinates the ordering of cleaning and maintenance supplies for the parks with the Maintenance Department.

Maintains all necessary records, training materials, and documents for the parks; prepares and presents reports to the Parks, Tourism and Economic Development Committee as needed.

Develops and reviews contracts with Corporation Counsel between Trempealeau County and private entities for a variety of events and services at the parks.

Coordinates patrol activities and park violations with Sheriff's Office to maintain peace and order for park visitors.

Provides park visitor services.

Responds to situations at the parks. Subject to call-in for occasional weekends or special events that are outside of the typical work week. On occasion, may work weekends, holidays, or varied work schedules that are required to meet the needs of the department.

Assists with planning and implementing various outdoor recreation programs.

In collaboration with Department of Land Management, develops and administers the park reservation and credit card payment system.

Assists in Information Technology support of internet, computers, phone and computer software for the park.

Attends all Trempealeau County Parks, Tourism and Economic Development Committee meetings and provides quarterly reports and updates including such matters as financial accounting summaries, utilization of facilities, fund-raising measures, donations and future planned activities. Attends any other County Committee Meetings as requested.

Designated as the Associated Snowmobile Club of Trempealeau County Coordinator (ASCTC).

Works directly with the Trempealeau County Fiscal Coordinator on billing and grant inquiries.

Assists with compliance of multiple programs, i.e. Farmland Preservation Program, Nutrient Management plans and classes, Land and Water Resource Management plan, NR151 Agricultural Performance Standards and Prohibitions, and cropland soil erosion control plans, etc. Reviews evaluations, tracks compliance, and upkeeps database. Develops schedules of compliance when noncompliance is discovered.

Performs and assists other conservation staff with farm visits and the inspection and monitoring of barnyards, manure pits, feed lots, cropping and spreading practices along with review of producer's nutrient management plans.

Supports the Water Action Volunteers (WAV) program and conservation staff with monitoring streams for County projects.

Provides support for Information and Education programs administered by the Department of Land Management, such as Conservation Awareness Poster & Speaking Contest, Land Judging, Great Outdoors Camp, and Soil Health Field Day.

## **Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

Attends seminars, workshops and training sessions.

Maintains regular and predictable onsite attendance.

## **Minimum Training and Experience Required to Perform Essential Job Functions**

Associate's Degree in a conservation related field or parks and recreation with two years of experience in management, park operations, or any combination of education and experience that provides equivalent knowledge, skills and abilities. Must be computer literate and proficient in Microsoft Office Suite and be able to demonstrate effective oral, written and interpersonal communication skills. Ability to effectively communicate using the Spanish language a plus. Experience in using social media as a marketing source desired. Valid motor vehicle operator's license required.

## **Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Language Ability and Interpersonal Communication**

Ability to decide the time, place and sequence of operations within an organizational framework, and to oversee their execution. Ability to analyze and categorize data and information using established criteria, to determine consequences and identify and select alternatives.

Able to persuade, convince, and/or train others, including the ability to act in a lead worker capacity. Ability to advice and interpret how to apply policies, procedures, and standards to specific situations.

Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations. Ability to provide formal instruction in a classroom or other structured setting.

Ability to utilize consulting and advisory data and information such as Parks, Tourism and Economic Development program reports, statistical reports, activity logs, expenditure reports, vouchers, billing statements, budget requests, purchase orders, service contracts, request for proposals, meeting agenda, meeting minutes, non-routine correspondence, computer software operating manuals, program administration manuals, interpret maps, certified surveys, land use plans, deeds, ordinances, procedures, job applications, personnel policies, and organizational analysis.

Ability to communicate orally and in writing for grant applications and with citizens, department personnel, community organizations, County Board Supervisors, other Parks and Economic Development Personnel, news media representatives, state and federal regulatory agency personnel and the general public.

Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.

### **Mathematical Ability**

Ability to add and subtract, multiply and divide, and calculate percentages, fraction, and decimals.

### **Judgment and Situational Reasoning Ability**

Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

**Physical Requirements**

Ability to operate a variety of tools and equipment, including tractors, lawn mowers, chainsaws, motor vehicles, power, hand, and shop bench tools, shovels, rakes, trimmers, keys, and ladders

Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments such as motor vehicle, emergency communications equipment, computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill, such as typing.

Ability to exert moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling. Ability to exert sufficient physical force to restrain or subdue individuals.

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, tastes, odors, and textures associated with job-related objects, materials, and tasks.

**Environmental Adaptability**

Ability to work under generally unsafe and uncomfortable conditions where exposure to environmental factors such as toxic agents, irate individuals, intimidation, violence, traffic hazards and disease may cause discomfort and poses a limited risk of injury.

Trempealeau County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date