

**IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼**  
**HUMAN RESOURCES ENTERPRISE**  
**NATURAL RESOURCES AIDE**

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**DEFINITION**

Under immediate supervision, performs a variety of natural resource area maintenance tasks; conducts surveys or otherwise collects data related to natural resources; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

**WORK EXAMPLES**

Maintains state owned recreational facilities by making minor repairs, cleaning walls and floors, and painting.

Maintains state owned lands by performing tasks such as mowing weeds, picking up trash, repairing signs and fences, painting and repairing picnic tables, and building trails.

Collects field data related to environmental, biological, and geological studies and surveys; traps various fish and wildlife species, takes water samples from lakes and streams, examines core samples, and collects questionnaires from the public related to various studies.

Takes reservations for park lodges and shelters; sells park user permits, hunting and fishing licenses; presents nature programs to the public through slide shows, movies and short talks; makes night patrols in state camping areas.

Assists with the maintenance and repair of mowers, tractors, snowmobiles, boats and simple power equipment.

Serves as a fire guard for forest areas; grades nursery stock; hand-weeds outdoor nursery beds; prepares seedlings for marketing and shipping; assists with the inventory of timber land; and visits land owners to determine compliance with the tree planting management plan.

**COMPETENCIES REQUIRED**

Ability to work out of doors under all types of weather conditions.

Ability to withstand physically demanding work, i.e., lifting, bending, hauling.

Ability to use simple hand tools such as hammers, saws and gardening tools.

Ability to use simple power equipment; drills, saws, small mowers and small tractors.

Ability to perform the work as demonstrated by successful performance through the probationary period.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

**EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

No specific education or experience is required.

Effective Date: 12/94 BW