Resource Assistant at Southeast Regional Office, Cape Girardeau

Employer: Missouri Department of Conservation

Closing: 5/6/2016

Salary Range: $22,680 - $39,768

Beginning Salary: $22,680 - $24,024 depending upon qualification.

Location: Cape Girardeau

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Duties and Responsibilities

Conducts resource management and area maintenance on Department lands and facilities. Detects and suppresses natural cover fires. Assists in fire training, prevention and suppression activities. Assists forestry and wildlife staff with private land management, public land resource management, forest industry and natural resource surveys, fairs, and FFA forestry contests. Personally interacts with the general public, forest industry, private landowners and rural fire departments. Performs other duties as required.

Qualifications

High school diploma or G.E.D. equivalent and one (1) year of related experience; or an equivalent combination of education and experience. Experience in farming or large equipment preferred.

The selected candidate will be required to live in close proximity to Cape Girardeau.

Special Ability Requirements

Ability to:
Accept all responsibilities of the job and assigned tasks.
Use provided computer technology to enhance the quality of work and programs.
Develop new insights into situations and apply innovative solutions that make improvements.
Keep focused on understanding, anticipating and responding to the needs of customers.
Administer financial resources in a manner which instills public trust and accomplishes the Department’s mission.
Accept change and new information and cope with job pressure and stress.
Identify internal and external politics that impact the work of the Department.
Define a problem, analyze relevant information, develop solutions and solve problems.
Maintain focus and intensity, and remain optimistic and persistent even under adversity.
Develop and sustain cooperative working relationships.
Demonstrate technical proficiency in areas of responsibility.
Create and sustain an atmosphere in which timely, quality information flows between self and others and to express facts and ideas in a convincing manner whether one-on-one or within or before groups.
Take a long-term view of the Department’s or Unit’s direction and articulate a vision which integrates key program goals, priorities, values and other factors.
Demonstrate regular and predictable attendance.
Obtain a valid Missouri Driver License by the date of employment.
Obtain a Class A Commercial Driver License.
Adapt to a variety of job situations involving long hours, hazardous conditions and difficult circumstances.
Work in surrounding counties when needed.
Operate various types of equipment in a safe and efficient manner, i.e., ½ ton trucks and larger, dozer, two-way radio, chain saw, tractor with implements such as plow, disc, brush hog, etc., hand tools, and other fire suppression equipment.
Work occasional Saturdays, Sundays and holidays.
Use and apply various herbicides.
Keep an accurate record of supplies, services and time reports.
Lift up to 50 pounds.
Perform minor mechanical repairs on vehicles and equipment.
Participate in fire suppression activities.
Work out-of-doors in extreme and undesirable conditions, i.e., hot and cold temperatures.

**Exemption Status/Special Notes**

This position has been determined to be nonexempt according to the Fair Labor Standards Act. Employees must agree to accept compensatory time off in lieu of cash payments in accordance with the Department’s Compensatory Time Off and Overtime policy.

Smoking is prohibited in all owned, rented or leased Department of Conservation offices, buildings, and similar facilities, in Department aircraft, and in vehicles.

The Department of Conservation will hire only United States citizens and aliens authorized to work in the United States. All new employees will be required to complete an "Employment Eligibility Verification" (Form I-9) and produce requested documentation after employment.

Candidates seeking initial employment must submit to a drug screen following offer of employment.

All persons employed with the state of Missouri shall file all state income tax forms and pay all state income taxes owed.