



Centre Region Parks and Recreation, an Agency of the Centre Region Council of Governments (COG), is currently recruiting for a full-time **Parks Specialist III/Natural Resources** position, who will work primarily out of the maintenance facilities for Centre Region Parks and Recreation (CRPR) in State College, PA.

The **Parks Specialist III/Natural Resources** position is part of the team that provides year-round park maintenance and facility management support for regional facilities and park sites within the Centre Region. The position will play a vital role in the management and protection of natural resources. Equipment knowledge and park maintenance experience are key areas of these positions.

The job description follows this summary. This is a 40 hr./week position, typically Monday through Friday; at times, there will be additional evening/weekend hours required. A starting salary of \$52,098, depending on qualifications, with a competitive benefits package. Employment is contingent upon compliance with the CRPR Agency's "Child Safety Policy" regarding certifications, criminal background checks, and child abuse clearance.

To apply, please download and complete the CRPR Application by visiting the Agency's website at www.crpr.org/employment; then, email to jlight@crcog.net or mail your application to the CRPR Address: 2040 Sandy Drive, Suite A, State College, PA 16803. Note the position you are applying for on your application. **The position will remain open until filled with the first round of applications being reviewed on March 5, 2025.** Equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Participation in the optional EEO Survey is encouraged. For a list of other open positions within the Centre Region Council of Governments, visit www.crcog.net/employment.





CENTRE REGION COUNCIL OF GOVERNMENTS
Proudly in service to its member municipalities since 1969

PARKS SPECIALIST III/NATURAL RESOURCES
JOB DESCRIPTION

Job Title:	Parks Specialist III/Natural Resources	Status:	Full-Time
Agency:	Parks and Recreation	Class:	Non-Exempt
Reports To:	Parks Manager	Grade:	5

JOB SUMMARY

The Parks Specialist III/Natural Resources position oversees the conservation, protection, and management of natural resources within Centre Region’s Park system. Responsibilities include research, data analysis, and identifying best practices for habitat restoration, invasive species control, and sustainability. The role involves coordinating with stakeholders, educating the public, and assisting with special assignments.

ESSENTIAL JOB FUNCTIONS

The outline below describes essential job functions an employee in this position will be required to perform, however, it is not an exhaustive list of all duties which the employee may be expected to perform. To be successful in the position, an individual must be able to perform each essential function satisfactorily, with or without reasonable accommodation(s). Further, volunteers, agency directors, managers/supervisors, or other staff are not precluded from performing any of the duties in this job description as management prefers or is operationally needed.

1. Maintenance

- Oversees and monitors natural resource projects and programs to ensure timely completion.
- Inspects and maintains park areas to ensure they are in optimal condition.
- Evaluates and naturalizes open space areas to reduce mowing costs and enhance parks.
- Expands and maintains habitat areas to help lower long-term maintenance expenses.
- Manages flower beds, tree plantings, and invasive species, sustainably.
- Maintains restrooms, facilities, and equipment; oversees cleanliness and minor repairs.
- Plans and oversees mowing operations to align with natural resource and conservation goals.
- Oversees waste disposal, recycling, organic waste, and hazardous materials handling.
- Determines materials, supplies, labor, and equipment necessary to complete tasks.
- Identifies, corrects, and reports safety concerns to the Parks Manager.

2. Administration

- Assists in educational programs on environmental sustainability and natural resource management.
- Collaborates with organizations, volunteers, stakeholders, and the public to promote conservation.
- Ensures compliance with local, state, and federal environmental laws, policies, and regulations.
- Assists in grant writing and securing funding for conservation and restoration projects.
- Tracks progress and ensures compliance with grant requirements.
- Oversees maintenance, mapping, tagging, and inventory related to natural resources.
- Prepares reports on resource management activities, planting plans, and environmental

assessments.

3. Supervisory

- Organizes meetings and training courses for Specialists I & II related to natural resource management.
- Coordinates timelines and schedules for fieldwork, project milestones, and stakeholder engagements.

OTHER JOB FUNCTIONS

- Performs related duties as assigned and may be requested to fill in at other locations as needed.

QUALIFICATION REQUIREMENTS

An individual is hired based on their education, experience, and skills. Any equivalent combination of these factors that will result in the successful accomplishment of all the work responsibilities would be considered at the sole discretion of the COG.

EDUCATION AND/OR EXPERIENCE

- Bachelor's degree in natural resource management, parks and recreation, landscaping, forestry, or an equivalent combination of education and experience.
- Minimum three (3) years of relevant experience in maintenance, natural resource management, landscaping, forestry, or environmental science.
- Spreadsheet and database program experience required.
- Basic accounting procedures and records management experience required.

SPECIAL REQUIREMENTS

- This is an in-person position whose physical presence on-site is an essential function of the job.
- A valid driver's license is required.
- Employment is contingent upon compliance with the CRPR Agency's "Child Safety Policy" regarding criminal background checks and child abuse clearance.
- Throughout employment, maintain certification in First Aid, CPR, and AED.
- Possess or acquire within one (1) year, a Pennsylvania Certified Pesticide Applicator's License.

KNOWLEDGE OF

- Tree, plant, and wildlife identification.
- Fertilizers, herbicides, and chemicals for park maintenance and natural resource management.
- Safety practices and techniques.
- The organizational and community structure, including municipal parks.
- MS Office (Word, Excel, PowerPoint, Outlook).

ABILITY TO

- Cooperate and communicate effectively with elected officials, staff, volunteers, and the public.
- Interact with a wide, diverse range of individuals professionally and courteously.
- Make recommendations regarding customer service-related issues.
- Take the initiative without direct supervision at times, establish priorities, and meet deadlines.
- Use computers, copiers, and technologies effectively.
- Operate trucks, tractors, tools, and other equipment used in park maintenance.
- Use new technologies effectively to improve operations.
- Accurately calculate the cost of products and materials.
- Define problems, use good judgment, and deal with a variety of situations.

SKILLED IN

- Oral and written communication.
- Business writing and editing.
- Troubleshooting and problem-solving.
- Critical thinking, reading comprehension, and interpretative skills.
- Self-control and adapting to stressful situations.

PHYSICAL AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Physical Environment

- Work is performed indoors and outdoors.
- Hand-eye coordination is necessary to operate computers and various pieces of equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee may be required to sit for prolonged periods, stand and talk or hear; use hands and fingers to handle, feel, or operate objects, tools, or controls, and reach with hands and arms.
- The employee is occasionally required to walk, sit; climb, or balance; stoop, kneel, crouch, or crawl; and smell.
- The employee must occasionally lift and/or move up to 50 pounds.

Work Environment

- Often must perform repetitive activities (performance of the same physically demanding activity).
- May be exposed to high or low temperatures (possibly leading to stress or decreased ability to work effectively).
- Work may be performed in awkward or confined spaces (body cramped or uncomfortable).
- Conditions with varying and/or sub-optimal illumination (glare, inadequate lighting, etc.).
- Ability to work while accommodating distractions and other disturbances.
- Ability to work under pressures such as rush jobs, urgent deadlines, etc.
- Ability to prevent or resolve unpleasant social situations such as irate or upset individuals.

ACKNOWLEDGEMENT

I acknowledge this job description does not constitute an employment agreement. Further, I understand the job description is subject to change by the employer, temporarily or permanently, as the needs of the employer and requirements of the job change. COG is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, COG provides reasonable accommodation to qualified individuals with disabilities.

I have read and understand the requirements of the position and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Employee Signature: _____

Print Name: _____

Date: _____