

DES MOINES COUNTY CONSERVATION
Employment Opportunity

OPERATIONS SUPERVISOR
August 2026

Position Description Summary:

The Operations Supervisor is a permanent, full-time employee of Des Moines County Conservation that supervises and coordinates field operations and field staff in the management and operations of parks and associated facilities. Under the direction of the department's Executive Director, the person in this position performs and coordinates construction work, equipment and facility maintenance and repairs, and various programs related to the operation and maintenance of county lands and facilities.

Education and Experience Requirements:

- A minimum of four years of experience in parks, outdoor recreation, natural resources, or related field.
- A minimum of two years of supervisory experience.
- A degree in outdoor recreation, natural resources, or similar field is preferred.

Required Special Certifications:

Qualified applicants must possess, or be able to obtain within six (6) months of hire date, the following certifications:

- A valid Iowa Department of Agriculture Pesticide Applicator certification.
- Minimum wildland fire training of NWCG S-130/190 certification.
- OSHA 10-hour Compliance Course.
- NRA Range Officer certification.

Major Job Responsibilities:

- Supervises and evaluates employees including Technicians, Natural Resource Manager, Park Rangers, and temporary/part time staff.
- Coordinates field staff schedules and work projects; assists with long and short term strategic plan coordination.
- Coordinates and participates in the construction, development, and maintenance of county facilities including wildlife areas, multi-use parks, shooting ranges, trails, and buildings.
- Coordinates and participates in the maintenance of county vehicles and equipment including passenger vehicles, construction equipment, tractors, and a wide assortment of implements and attachments.
- Coordinates with the director and public and private organizations and individuals when necessary to complete projects.
- Coordinates the department's safety program and trains personnel as required to meet OSHA standards in the workplace.
- Operates within and oversees the Maintenance & Operations portion of the department's budget and assists with annual budget planning.
- Maintains daily work logs and files monthly activity reports and goals.
- Performs other related duties as the need is identified.

Required Knowledge, Experience, Abilities, and Skills:

- Ability to effectively coordinate daily activities of staff on various and often concurrent jobs/projects.
- Considerable knowledge of conservation principles and practices.
- Extensive knowledge of construction principles and experience in, but not limited to, carpentry, plumbing, concrete and masonry, electrical, and metal fabrication.
- Extensive experience with hand and power tools.

- Working knowledge of basic building maintenance principles.
- Ability to express oneself clearly and concisely, both in writing and orally.
- Ability and willingness to speak publicly, give presentations, and teach various courses.
- Ability to operate and maintain all kinds of trucks, tractors, loaders, and specialized construction and agricultural machinery.
- Ability to establish and maintain effective working relationships with co-workers and the public.
- Basic knowledge of farming and proper land management techniques.
- Basic knowledge of park, trail, and conservation area management principles.
- Ability to pass background check and be insurable under the county's insurance policy.

Salary and Benefits:

- Standard county health and life insurance benefits as well as uniform allowance.
- Employee at will.
- FLSA Status: Salaried Exempt
- Salary range: \$51,397 - \$64,246 on a merit-based 6-month step increase system.
- Required 6-month probationary period

ESSENTIAL PHYSICAL DEMANDS & TYPICAL WORKING CONDITIONS:

The physical demands and work environment characteristics 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 the essential functions.

The majority of work is performed outdoors and requires significant physical activity including walking, standing, kneeling, bending, crouching, reaching, stooping and climbing.

The person in this position will also be required to maneuver rough terrain on foot, is subject to work in hot, cold, wet, dusty, dirty, noisy, fume conditions or atmospheres. The employee will be in contact with dust, dirt, chemicals, noise and severe weather conditions (extreme hot, cold, snow, ice, wind, rain, and flood) and exposed to outdoor elements such as mosquitoes, ticks, and various plants, pollens, and fungi. Work requires extensive interaction with the general public and governmental agencies and may be stressful when meeting deadlines and making abrupt changes in priorities. While performing the duties of this job, the employee may work near moving mechanical parts. The noise level in the work environment may be loud.

The person in this position must have the ability to frequently push, pull, lift and/or carry equipment, supplies and other materials weighing up to 50 lbs., and to occasionally push, pull, lift and/or carry equipment, supplies and other materials weighing over 50 lbs. The employee must also possess the hand-eye coordination and manual dexterity to use hands and arms to reach, handle, grasp and feel, and operate vehicles and equipment that is used to perform the essential functions of this job.

Des Moines County is an equal opportunity employer.

To apply

Send cover letter and resume with references to:

Chris Lee, Executive Director
Des Moines County Conservation
11627 Starr's Cave Rd.
Burlington, IA 52601
conservation@dmcounty.com