

City of Fort Worth, Texas Job Description

Classification Title:	Natural Scientist Assistant		
Job Code:	PT5340	Job Family:	Part-time
Pay Grade:	N/A	Date Created:	04/05/2016
FLSA Status:	Non-exempt	Date Revised:	

GENERAL SUMMARY

Assists in the coordination, implementation, and operation of natural science and conservation-oriented activities and operations within the Park and Recreation Department; provides natural science and conservation-oriented recreational and educational activities.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

All positions:

1. Performs facility opening and closing duties; patrols area to ensure safety procedures are followed.
2. Assists Natural Scientist with volunteers.
3. Performs related duties and responsibilities as required.
4. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

When assigned to the Refuge Service Center:

1. Performs entry-level staff work in the conservation, development, maintenance, and protection of wildlife and plant populations.
2. Assists with the development and implementation of wildlife habitat enhancement projects and biological inventories.
3. Assists with the development, implementation and analysis of natural resources research projects.

When assigned to the Hardwicke Interpretive Center:

1. Assists with the development and implementation of educational and recreational programs centering on natural science topics including school programs, educator workshops, summer youth camps, public outreach programs, seminars, and nature hikes; develops and maintains exhibits and conducts facility tours.
2. Assists with the care and maintenance of captive education animals. Reviews animal care logs to ensure proper care.

3. Performs and reports water quality measurements including the inventory and maintenance of chemicals used in the testing and their associated safety data sheets.
4. Organizes and leads guided canoe and kayak programs and teach water safety classes.

MINIMUM JOB REQUIREMENTS

H.S. diploma/GED and a minimum of 16 credit hours from an accredited college or university with major course work in a natural or physical science, including biology, geology, botany, range management, environmental science, forestry, or a related field **or** informal organized training (such as the Texas Master Naturalist program) and no direct experience is required.

OTHER REQUIREMENTS

Possession of, or the ability to obtain a valid Texas driver's license within six months of hire.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.