



The Department of Natural Resources is inviting applications for the following positions:

**Position Title: Conservation/Historic Preservation Worker (12 Positions)**  
**Salary: \$8.25 Per Hour**

Position Location: Illinois State Fairgrounds, Springfield, IL 62702 (Sangamon)

Work Schedule: Monday- Friday, 7:00 am – 3:00 pm.

Weekends are required during peak times (State Fair)

**DESCRIPTION OF DUTIES:**

Annual preparations of grounds and facility in order to prepare for the upcoming Illinois State Fair. Will provide supplemental help during peak usage times at the facility. Candidates will assist with general clean-up and maintenance of the grounds.

**DESIRABLE EDUCATION, TRAINING AND EXPERIENCE:**

A valid Illinois Driver's License; Must be 18 years of age or older; Selective Service Number (if Male age 18 or older); Ability to work specified work schedule noted above. Ability to operate and maintain tractors and trucks; ability to follow simple oral and written instructions; requires good physical condition to perform strenuous manual labor tasks; and requires ability to operate simple equipment, machinery and tools.

Where to Apply: Michele Cusumano, One Natural Resources Way, Springfield, IL 62702  
217/782-1274

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Date Posted: July 10, 2013      Last Day to Apply: July 16, 2013

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**Position Title: Office Coordinator Opt. 2 Monthly Salary Range: \$2,698 - \$4,140**

Position Location: 250 West Stearns Road, Bartlett, IL (DuPage)

Work Schedule: Monday – Friday, 8:30 am – 5:00 pm. 1 hour unpaid lunch. Saturday and Sunday off.

Description of Duties: Under direction, provides secretarial and complex office support for the Region 2 Natural Heritage Administrator. Performs responsible administrative functions including assignment tracking, fiscal record keeping timekeeping, and maintenance of confidential files. Utilizing a personal computer with various software packages such as Paradox, QuattroPro and WordPerfect, develops and maintains databases, prepares charts and graphs; and types complex technical documents. Prepares periodic budget reports; maintains Regional files and records; schedules and coordinates all aspects of the Administrator's calendar, schedule and travel plans, assists in implementation and interpretation of new and existing non-biological Regional policies, procedures, and programs for Regional staff.

Desirable Education, Training and Experience: Requires knowledge, skill and mental development equivalent to completion of two years of secretarial or business college or completion of high school and two years of related office experience or two years of independent business experience. Requires extensive knowledge of office practices, procedures, and programs; basic math and composition. Requires knowledge of budgeting and bookkeeping; agency policies and procedures; and knowledge of personal computers using word processing, spreadsheets and data base management programs. Requires ability to type accurately at 30 words per minute.

Where To Apply: Maggie Cole 2050 W. Stearns Rd, Bartlett, IL 60103  
847.608.3100 \*(SEE NOTE)

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**Position Title: Site Technician II      Monthly Salary Range: \$3,305 - \$4,731**  
Position Location: 1562 Pyramid Park Road, Pinckneyville, IL 62274 (Perry)

Work Schedule: Feb thru Oct: 8:00 am to 4:00 pm, Sunday - Thursday. ½ hour lunch.  
Nov: Sun, Tues, Wed: 4:00 am to 12:00 pm; Mon, Thurs: 8:00 am to 4:00 pm . ½ hour lunch  
Dec: Sun, Tues, Wed: 4:30 am to 12:30 pm; Mon, Thurs: 8:00 am to 4:00 pm . ½ hour lunch  
Jan: Sun, Tues, Wed: 5:00 am to 1:00 pm; Mon, Thurs: 8:00 am to 4:00 pm . ½ hour lunch

**Description of Duties:**

Under direct supervision, utilizes carpentry skills for repair and maintenance of buildings and facilities and sign construction; performs semi-skilled maintenance and program support tasks at Pyramid State Park and Ark property.

**Desirable Education, Training and Experience:** Requires education and experience equivalent to high school graduation and two years maintenance or farming experience preferably associated with the building trades and/or the operation of heavy equipment and machinery; requires a valid driver's license requires working knowledge of tools and equipment used in the trades and/or the operation of heavy equipment or farm machinery; requires the ability to follow written and oral instruction; requires ability to inform visitors of site facilities, programs, rules and regulations; requires physical ability to operate and maintain tools, equipment and materials utilized in the maintenance, repair and care of site resources; requires ability to lift, carry and transport loads; requires ability to walk over rough and broken terrain; requires ability to withstand exposure to the elements on a year round basis.

**Where To Apply:** Cha Hill 1562 Pyramid Park Road, Pinckneyville, IL 62274  
618.357.2574

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**Position Title: Site Technician II Monthly Salary Range: \$3,305 - \$4,731**

Position Location: White Pines Forest State Park, 6712 West Pines Road, Mt. Morris, IL (Ogle)

Work Schedule: MAY thru SEPT: Sat – Sun 3:00 pm to 11 pm; Mon – Wed 8:00 am to 4:00 pm, ½ hour lunch.

OCT thru APRIL: Mon – Fri 8:00 am to 4:00 pm, ½ hour lunch, works every other weekend.

Description of Duties: Under direct supervision, regularly performs semi-skilled work in the maintenance and repair of site buildings furniture, fixtures, equipment, water/wastewater treatment facilities and operates equipment associated with site operations at White Pines State Park.

Desirable Education, Training and Experience: Requires a valid Illinois Driver's License. Requires ability to obtain a herbicide/pesticide operator's licenses. Requires education & experience equivalent to high school diploma or G.E.D. certificate. Requires 2 years maintenance experience preferably associated with building trades &/or the operation of heavy equipment. Requires knowledge of tools, and equipment used in trades and in operation of equipment. Requires ability to follow oral or written instructions; ability to inform visitors of site facilities, programs, rules and regulations; and ability to withstand exposure to the elements on a year round basis, may require ability to read diagrams and blue prints. Requires physical ability to operate and maintain tools, equipment and materials utilized in the maintenance, repair and care of site resources, buildings and grounds. Requires ability to work under adverse conditions on a year round basis. Requires ability to lift, carry and transport loads which may exceed sixty pounds. Requires ability to walk over rough and broken terrain.

Where To Apply: Elmer Stauffer 6712 West Pines Road, Mt. Morris, IL 61054  
815.946.3717

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**Position Title: Site Technician II      Monthly Salary Range: \$3,305 - \$4,731**

Position Location: Crawford County SFWA 12609 East 1700th Avenue, Hutsonville, IL 62433 (Crawford)

Work Schedule: Monday thru Friday 7:30 am – 3:30 pm ½ hour lunch, Saturday and Sunday off.

**Description of Duties:**

Under direct supervision, performs a variety of routine semi-skilled and unskilled tasks associated with the operation and maintenance of Crawford County Conservation Area; performs routine support tasks related to the provision of outdoor recreational programs

**Desirable Education, Training and Experience:**

Requires education and experience equivalent to high school graduation and two years maintenance or farming experience preferably associated with the building trades and/or the operation of heavy equipment and machinery. Requires a valid Illinois Driver's license. Requires a working knowledge of tools and equipment. Requires the ability to follow written and oral instructions; ability to inform visitors of site facilities, programs, rules and regulations; requires ability to withstand exposure to the elements on a year round basis. Requires physical ability to operate and maintain tools, equipment and materials utilized in the maintenance, repair and care of site resources, buildings and grounds. Requires ability to lift, carry and transport loads exceeding sixty pounds. Requires ability to walk over rough and broken terrain.

Where To Apply:    Jim Gillespie                      12609 East 1700th Avenue, Hutsonville, IL  
62433 618.563.4405

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**Position Title: Site Technician II      Monthly Salary Range: \$3,305 - \$4,731**  
Position Location: Eldon Hazlet SRA, 20100 Hazlet Park Rd, Carlyle, IL 62231 (Clinton)

Work Schedule: November thru March: Wednesday – Sunday, 7:00 am – 3:00 pm, ½ hour lunch.

April thru October: Wednesday – Sunday, 3:00 pm – 11:00 pm, ½ hour lunch.

Description of Duties: Under direct supervision, regularly carries out semiskilled work in the maintenance and repair of all site equipment, site buildings and grounds at Eldon Hazlet State Park and at South Shore State Park.

Desirable Education, Training and Experience: Requires education and experience equivalent to high school graduation and two years maintenance or framing experience preferably associated with the building trades and/or operation of heavy equipment and machinery. Requires possession of a valid Illinois Driver's License. Requires working knowledge of tools and equipment used in the trades and/or the operation of heavy equipment or farm machinery and implements and/or warehousing. Requires ability to follow written and oral instructions. Requires ability to withstand exposure to the elements on a year round basis. Requires ability to inform visitors of site facilities, programs, rules and regulations; requires ability to perform First Aid and CPR and maintain certification in such. Requires ability to follow written and oral instructions. Requires physical ability to operate and maintain tools, equipment, and materials utilized in the maintenance, repair and care of site resources, artifacts, buildings and grounds; ability to lift, carry and transport loads; requires ability to walk over rough and broken terrain; requires ability to withstand exposure to the elements on a year round basis.

Where To Apply: Gary Tatham      20100 Hazlet Park Road, Carlyle, IL  
62231618.594.3015

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**Position Title: Site Technician II      Monthly Salary Range: \$3,305 - \$4,731**

Position Location: Pere Marquette State Park, 13112 Visitor Center Lane, Grafton, IL 62037 (Jersey)

Work Schedule: Thursday – Monday, 8:00 am – 4:00 pm, ½ hour lunch, Tuesday & Wednesday off.

**Description of Duties:**

Under direct supervision, serves as the primary water and sewage treatment plants operator; performs semi-skilled tasks in the maintenance and repair of site buildings, furniture, fixture and equipment and swimming pool maintenance.

**Desirable Education, Training and Experience:**

Requires education and experience equivalent to high school graduation and two years maintenance or farming experience preferably associated with the building trades and/or the operation of heavy equipment and machinery. Requires possession of a valid Illinois Driver's License. Requires working knowledge of the operation and maintenance of water treatment facilities and sewage treatment facilities. Requires working knowledge of tools and equipment used in the trades and or the operation of farm machinery. Requires ability to withstand exposure to the elements on a year round basis; requires ability to follow written and oral instructions; requires ability to read diagrams and blueprints. Requires ability to obtain a herbicide/pesticide operator's licenses.

Where To Apply: Chris Hesper      13112 Visitor Center Lane, Grafton, IL 62037  
618.786.3323      618.786.2029

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**Position Title: Natural Resources Coordinator Monthly Salary Range: \$3,718 - \$5,491**

Position Location: Pere Marquette State Park, 13112 Visitor Center Lane, Grafton, IL 62037 (Jersey)

Work Schedule: Thursday – Monday, 8:00 am – 4:00 pm, ½ hour lunch, Tuesday & Wednesday off.

**Description of Duties:**

Under general supervision of the Site Assistant Superintendent, plans, develops, coordinates and administers the natural and outdoor recreational interpretive programs at Pere Marquette State Park, functionally supervises site workers performing duties related to the site's interpretive trails and exhibits.

**Desirable Education, Training and Experience:**

Requires a bachelor's degree in life or natural science supplemented by one year of directly related professional experience; requires possession of a valid Illinois Driver's License; requires ability to develop the core site interpretive program, addressing site interpretive needs and translating those needs into meaningful outlets; requires ability to deliver planned and impromptu informational presentations. Requires ability to prepare and maintain records and written narrative reports; requires elementary knowledge of budgetary planning; requires elementary knowledge of public relations principles and techniques audio/visual and other interpretive methods, theories and practices.

Where To Apply: Chris Hespem 13112 Visitor Center Lane, Grafton, IL 62037  
618.786.3323 618.786.2029

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**Position Title: Site Technician II      Monthly Salary Range: \$3,305 - \$4,731**

Position Location: Ten Mile Creek SFWA, R.R. 1, Box 179, IL Route 14, McLeansboro, IL 62859 (Hamilton)

Work Schedule: Tuesday – Saturday, 7:00 am – 3:00 pm, ½ hour lunch, Sunday and Monday off.

**Description of Duties:**

Under direct supervision, regularly performs semi-skilled tasks associated with the maintenance of the facilities, grounds and equipment at Ten Mile Creek State Park.

**Desirable Education, Training and Experience:**

Requires a valid Illinois Driver's License. Requires ability to obtain a herbicide/pesticide operator's licenses. Requires education & experience equivalent to high school diploma or G.E.D. certificate. Requires 2 years maintenance experience preferably associated with building trades &/or the operation of heavy equipment. Requires knowledge of tools, and equipment used in trades and in operation of equipment. Requires ability to follow oral or written instructions; ability to inform visitors of site facilities, programs, rules and regulations; and ability to withstand exposure to the elements on a year round basis, may require ability to read diagrams and blue prints. Requires physical ability to operate and maintain tools, equipment and materials utilized in the maintenance, repair and care of site resources, buildings and grounds. Requires ability to work under adverse conditions on a year round basis. Requires ability to lift, carry and transport loads which may exceed sixty pounds. Requires ability to walk over rough and broken terrain.

Where To Apply: James Eaton      R.R. 1, Box 179, IL Route 14, McLeansboro, IL 62859      618.643.2862

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**Position Title: Site Technician II      Monthly Salary Range: \$3,305 - \$4,731**  
Position Location: Sahara Woods SF & WA (Saline)

Work Schedule: Wednesday- Sunday, 8:00 am – 4:00 pm, ½ hour lunch, Friday & Saturday off.

**Description of Duties:**

Under direct supervision, regularly performs semi-skilled tasks associated in the maintenance of structures and facilities.

**Desirable Education, Training and Experience:**

Requires education and experience equivalent to high school graduation and two years maintenance or farming experience preferably associated with the building trades and/or the operation of heavy equipment and machinery; requires possession of a valid Driver's License; requires working knowledge of tools and equipment used in the trades and/or the operation of heavy equipment or farm machinery and implements and/or warehousing; requires ability to prepare and maintain operating records and reports; requires ability to read diagrams and blueprints; requires ability to inform visitors of site facilities, programs, rules and regulations; requires ability to follow written and oral instructions; requires physical ability to operate and maintain tools, equipment and materials utilized in the maintenance, repair and care of site resources, artifacts, buildings and grounds; requires ability to lift, carry and transport loads; requires ability to walk over rough and broken terrain; requires ability to withstand exposure to the elements on a year round basis.

Where To Apply:      Eric McClusk 85 Glen O. Jones Road, Equality, IL 62934  
618.289.4325

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**Position Title: Site Technician II      Monthly Salary Range: \$3,305 - \$4,731**  
Position Location: Cave-In-Rock State Park, Cave-In-Rock, IL 62919 (Hardin)

Work Schedule: Tuesday- Saturday, 8:00 am – 4:00 pm, ½ hour lunch, Sunday & Monday off.

**Description of Duties:**

Under direct supervision, regularly performs semi-skilled tasks associated in the maintenance of structures and facilities.

**Desirable Education, Training and Experience:**

Requires education and experience equivalent to high school graduation and two years maintenance or farming experience preferably associated with the building trades and/or the operation of heavy equipment and machinery; requires possession of a valid Driver's License; requires the ability to obtain an Illinois Pesticide Operators License; working knowledge of tools and equipment used in the trades and/or the operation of heavy equipment or farm machinery and implements and/or warehousing; ability to follow written or oral instructions; ability to operate and maintain tools, equipment and materials utilized in the maintenance, repair and care of site resources buildings and grounds; requires ability to lift, carry and transport loads which may exceed sixty pounds; requires ability to walk over rough and broken terrain; ability to withstand exposure to the elements on a year round basis.

Where To Apply: Eric McClusky#1 New State Park Rd, Box 338, Cave-In-Rock, IL 62919      618.289.4325

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