State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. PARKSPV2A18N

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	**8. Department/Agency** DNR-NATURAL RESOURCES
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** Resource Management
4. Civil Service Position Code Description PARK AND RECREATION SUPV-2	**10. Division** Parks and Recreation Division
5. Working Title (What the agency calls the position) Park and Recreation Supervisor 10	**11. Section** Field Operations
6. Name and Position Code Description of Direct Supervisor PELLOW, JOSHUA W; PARK AND RECREATION MANAGER-3	**12. Unit** ALBERT E SLEEPER STATE PARK/SANILAC PETROGLYPS HISTROIC STATE PARK
7. Name and Position Code Description of Second Level Supervisor ALLEN, CHARLES E; STATE DIVISION ADMINISTRATOR	**13. Work Location (City and Address)/Hours of Work** 6573 State Park Rd, Caseville, MI 48725 / May include nights; weekends; holidays

14. General Summary of Function/Purpose of Position

This position serves as an overall supervisor in a standard park and recreation work area. The purpose of this position is to provide high quality recreational opportunities to the public, while preserving and balancing the protection of the natural resources. Duties include directing daily program operations and implementing day-to-day objectives. Monitors, evaluates, and addresses staff performance. Ensures compliance with administrative policies and procedures and expenditures are within the allotted budget. Directs, coordinates, and participates in the maintenance and/or construction of facilities. Builds and maintains relationships with other divisions and external stakeholders. Oversees enforcement and safety of work area.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary: **Percentage:** **30**

ADMINISTRATION/FINANCIAL MANAGEMENT

Individual tasks related to the duty:

• Oversees and supervises day-to-day operations, projects, and programs at assigned unit(s).
• Evaluates and recommends building, facility, and equipment needs.
• Manages and tracks budget and controls the spending categories within their set allotment.
• Ensures compliance with purchasing policies and procedures.
• Ensures compliance with procurement and travel card agreements.
• Reviews/approves purchase orders and expenditures.
• Ensures expenditures are recorded in the proper funds and within the allotted budget.
• Prepares budget requests.
• Maintains records, prepares reports, and composes related correspondence.
• Ensures proper collection and reconciliation of revenues.
• Ensures compliance with cash handling policies and procedures.
• Pursues grants or other funding opportunities from philanthropic organizations.
• Maintains inventory, including the requisition of equipment, vehicles, supplies, and materials.
• Develops, monitors, and enforces contracts/leases/agreements/use permits.
• Monitors Overage and Shortage Reports and properly reports/processes them.
• Obtains and maintains permits required for operations.

Duty 2

General Summary: **Percentage:** **25**

PERSONNEL MANAGEMENT

Individual tasks related to the duty:

• Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.
• Coordinates the recruitment, hiring, and training of staff.
• Identifies staff development and training needs and ensures that training is obtained.
• Sets work schedules, ensuring compliance with collective bargaining agreements and Civil Service Rules and Regulations.
• Approves leave, overtime, and employee reimbursement requests.
• Certifies time, attendance, and work reports.
• Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.
• Evaluates and verifies employee performance through the review of completed work assignments and work techniques.
• Ensures work rules, policies, and procedures are followed.
• Issues corrective/disciplinary action as necessary.
• Ensures proper labor relations and conditions of employment are maintained.

Duty 3

General Summary: **Percentage:** **20**

CONSTRUCTION/MAINTENANCE

Individual tasks related to the duty:

• Leads and participates in facility inspections. Addresses issues identified during inspections.
• Directs, coordinates, and participates in the maintenance and/or construction of facilities.
• Directs special maintenance and minor constructions projects ensuring the proper and safe use of personal tools and equipment.
• Directs the maintenance and care of assigned equipment and instructs staff in the proper use of such equipment.
• Troubleshoots failures in power equipment, heating and cooling equipment, electrical systems, plumbing and drainage, and decides course of action to complete repairs.
• Prepares estimates, bid documents and specifications for small projects.
• When qualified, operate, transport and maintain various pieces of equipment or vehicles; including those with an actual weight or gross combination weight rating (GCWR) up to and including, over 10,000 and under 26,001 pounds.[JS1.1]
Operate equipment exceeding 10,000 lbs, but is not limited to farm tractors[JS2.1], equipment trailers, motorized carts, riding and push lawn mowers, string trimmers, leaf blowers, chainsaws[JS3.1], and an array of electric power tools.

Duty 4

General Summary: **Percentage:** **20**

PUBLIC RELATIONS, ENFORCEMENT & SAFETY

Individual tasks related to the duty:

• Maintains effective communication with other divisions and stakeholders associated with the unit(s).
• Maintains positive working relationships with local municipalities, state agencies, volunteer groups, vendors, and recreation clubs/associations.
• Represents the DNR at school functions, career fairs, camping shows, and other community functions.
• Informs and educates the public on invasive species and conservation activities.
• Responds to customer requests, questions, and complaints timely and effectively.
• Organizes, plans, directs, and oversees volunteer service projects.
• Establishes, maintains, and ensures execution of emergency response procedures.
• Identifies, establishes, and oversees the work area's safety program to ensure compliance with mandated safety regulations.
• Detects safety risks and hazards to users and employees and devises corrective measures.
• Directs patrol activities to prevent and/or correct violations of department rules and state statues.
• Contacts local government authorities to coordinate work efforts and solve problems that may arise.

Duty 5

General Summary: **Percentage:** **5**

MISCELLANEOUS

Individual tasks related to the duty:

• Protects natural and cultural resources from destruction or degradation.
• Monitors erosion control.
• Monitors trees for infestation/diseases and hazards.
• Identifies and resolves trespass issues in a timely manner.
• Provides for the protection of endangered species and land areas within the unit(s).
• Mentor, support and encourage professional development of staff.
• Other duties as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

• Make independent decisions regarding enforcement/security efforts.
• Solve problems with visitors requesting assistance in settling differences with users and/or staff.
• Make decisions regarding the hiring of non-career employees, where work is assigned, and initiating informal corrective actions.
• Determinations regarding unsafe conditions in the unit(s) and of equipment to ensure public and employee safety.
• The supervisor makes independent decisions regarding enforcement /security efforts, resolving visitor complaints/issues, requesting enforcement assistance, and settling differences involving users and /or staff.

17. Describe the types of decisions that require the supervisor's review.

• Issuance of corrective/disciplinary action requires PRD HR approval.
• Excessive or major facility repair or infrastructure breakdowns.
• Decisions or items that may have an impact outside of the unit(s) with statewide or broader implications.
• Significant change or deviation from routine policies, procedures, or practices.
• Hiring approvals for career employees.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Physical efforts: On a daily basis: Walking, standing, bending, lifting, kneeling, climbing, pulling, repetitive use of hand/power tools, use of cleaning chemicals, operation of motor vehicles, use of a computer and other office equipment.
On a regular basis: Use of paints and solvents, operation of tractors/[JS4.1]mowers, operation of other vehicles, operating chain saws[JS5.1], felling trees, stressful situations with the public including emergency response and law enforcement efforts.

Environmental conditions: Heat, cold, sun, snow, rain, ice, wind, biting insects, poison ivy and other allergens, welding fumes, treated lumber, drywall dust, paint fumes, traffic, working above ground.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

NAME	CLASS TITLE	NAME	CLASS TITLE
	ACCOUNTING ASSISTANT-A 8		PARK AND RECREATION RANGER-A 9
	PARK AND RECREATION RANGER-E E8		PARK AND RECREATION RANGER-E E8
	PARK AND RECREATION RANGER-E 7		PARK AND RECREATION RANGER-E E8
	PARK AND RECREATION RANGER-E		STATE WORKER 4
	STATE WORKER 4		STATE WORKER 4
	STATE WORKER 4		STATE WORKER 4
	STATE WORKER 4		STATE WORKER 4
	STATE WORKER 4		STATE WORKER 4

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

Y	Complete and sign service ratings.	Y	Assign work.
Y	Provide formal written counseling.	Y	Approve work.
Y	Approve leave requests.	Y	Review work.
Y	Approve time and attendance.	Y	Provide guidance on work methods.
Y	Orally reprimand.	Y	Train employees in the work.

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

Staff supervision, facility and site maintenance, unit operations, collaborative efforts with stakeholders, training, safety, procurement/purchasing, revenue handling, equipment purchase/operation/ maintenance and disposal, and supervision of law enforcement efforts within the unit area.

To safely operate and maintain vehicles and equipment including vehicles with an actual weight or gross combination weight rating (GCWR) up to and including, over 10,000 and under 26,001 pounds.[JS6.1]
Operate equipment exceeding 10,000 lbs.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

Changes based on Park & Recreation Supervisor 10-12 complexity criteria developed by the Department of Natural Resources effective 10/2/2022.

25. What is the function of the work area and how does this position fit into that function?

The function of the work area is to provide quality recreational and educational opportunities to the public while preserving the natural, historical, and cultural resources. This position provides guidance and leadership to staff, oversees and supervises day-to-day operations, ensures proper maintenance/construction of facilities, maintains positive relationships with stakeholders, and oversees enforcement and safety of the work area. This position ensures compliance with department and division policies, procedures, and standardized operating practices.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Park And Recreation Supervisor 10
Four years of park and recreation experience, including one year equivalent to a Park and Recreation Ranger 9 or two years equivalent to a Park and Recreation Ranger E8.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of Department of Natural Resources' rules, regulations, policies, and procedures pertaining to the operation and management of division lands and facilities.
Knowledge of the methods, techniques, and requirements for the maintenance and upkeep of buildings, facilities, grounds, and equipment.
Knowledge of training and supervisory techniques and employee policies and procedures.
Knowledge of equal employment opportunity practices relative to personnel actions.
Knowledge of labor relations and applicable union contracts. Knowledge of the risks and hazards associated with parks and recreation areas and mitigating safety programs.
Knowledge of cash handling techniques

Knowledge of revenue and financial reporting.
Knowledge of budgeting and budget tracking.
Knowledge of procurement procedures.
Knowledge of computer applications and operations.

Ability to effectively instruct, direct, and evaluate employees.
Ability to schedule work projects.
Ability to evaluate and implement changes in programs.
Ability to organize, evaluate, and present information effectively, both orally and in writing.
Ability to maintain favorable public relations.
Ability to diagnose and suggest options for equipment issues.
Ability to communicate effectively to resolve disputes and maintains composure in stressful and emergency situations.
Ability to walk and work in/on rough terrain and outdoors during all types of weather.
Ability to obtain and maintain a medical examiner's certificate.

CERTIFICATES, LICENSES, REGISTRATIONS:

Position requires possession of a valid Michigan Driver's License.

EGLE Waste Treatment Plant Operator A1F and A1G Certifications (obtained within 3 years of hire)

Must obtain a medical examiner's certificate (medical card) in accordance with the Federal Motor Carrier Safety Regulations within 60-days of hire.[

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor **Date**

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None

I certify that the entries on these pages are accurate and complete.

CARLY NELSEN 9/10/2026

Appointing Authority	Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee	Date