

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. PARKSPV2A92N

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 Park and Recreation Division
5. Working Title (What the agency calls the position) Assistant Supervisor	11. Section Field Operations
6. Name and Position Code Description of Direct Supervisor SIGNORELLO, MICHAEL P; PARK AND RECREATION SUPV-4	12. Unit Hartwick Pines State Park
7. Name and Position Code Description of Second Level Supervisor PELLOW, JOSHUA W; PARK AND RECREATION MANAGER-3	13. Work Location (City and Address)/Hours of Work / 40 hrs/wk, may include nights, weekends, holidays

14. General Summary of Function/Purpose of Position

This position serves as an assistant supervisor to a Park and Recreation Supervisor 12 in a highly complex 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 assisting in the direction of daily program operations and day-to-day objectives. Monitors, evaluates, and addresses staff performance. Ensures compliance with administrative policies and procedures and expenditures are within the allotted budget. Coordinates, and participates in the maintenance and/or construction of facilities. Builds and maintains relationships with other divisions and external stakeholders. Coordinates 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

PERSONNEL MANAGEMENT

Individual tasks related to the duty:

- Supervises day-to-day operations at assigned unit(s).
- Assists in the selection and assignment of staff, ensuring equal employment opportunity in hiring and promotion.
- Participates in the recruitment, hiring, and training of staff.
- Identifies staff development and training needs and ensures that training is obtained.
- Schedules work assignments, sets priorities, and directs the work of subordinate employees in coordination with the Park Supervisor 12, 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.
- Evaluates and verifies employee performance through the review of completed work assignments and work techniques.
- Ensures work rules, policies, and procedures are followed.
- Identifies performance/work issues and works with Park Supervisor 12 to issue corrective/disciplinary action as necessary.
- Ensures proper labor relations and conditions of employment are maintained.

Duty 2

General Summary:

Percentage: 25

CONSTRUCTION/MAINTENANCE

Individual tasks related to the duty:

- 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.
- Assists in preparing estimates, bid documents and specifications for small projects.
- 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 10,000lb and under 26,001 pounds. Equipment includes but is not limited to trucks, farm tractors, equipment trailers, motorized carts, riding and push lawn mowers, string trimmers, leaf blowers, chainsaws, and an array of electric power tools.

Duty 3

General Summary:

Percentage: 20

ADMINISTRATION/FINANCIAL MANAGEMENT

Individual tasks related to the duty:

- Evaluates and recommends building, facility, and equipment needs to Park Supervisor 12.
- 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.
- Assists in the preparation of budget requests.
- Maintains records, prepares reports, and composes related correspondence.
- Ensures proper collection and reconciliation of revenues.
- Ensures proper cash handling policies and procedures are followed.
- Maintains inventory, including the requisition of equipment, vehicles, supplies, and materials.
- 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 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.
- Assists in the organizing, planning, directing, and oversight of volunteer service projects.
- Establishes, maintains, and ensures execution of emergency response procedures.
- Ensures compliance with the work area's safety program and 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 statutes.
- 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/mowers, operation of other vehicles, operating chain saws, 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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
	PARK AND RECREATION RANGER-A 9		
	PARK AND RECREATION RANGER-E E8		PARK AND RECREATION RANGER-E E8
	PARK AND RECREATION RANGER-E E8		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
	STATE WORKER 4		

Additional Subordinates

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

- | | |
|--|---|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work. |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work. |
| <input checked="" type="checkbox"/> Approve leave requests. | <input checked="" type="checkbox"/> Review work. |
| <input checked="" type="checkbox"/> Approve time and attendance. | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand. | <input checked="" type="checkbox"/> 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) over 10,000lb and under 26,001 pounds.

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

Duty 2 - Updated GRWR rate language to include "over 10,000lbs"

Box 23 - Updated GRWR rate language to include "over 10,000lbs"

KSAs - Added medical examiner's certificate and current CPR, First Aid and AED certifications.

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 supervision to staff, 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.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license.

May require medical examiner's certificate (medical card) in accordance with the Federal Motor Carrier Safety Regulations.

Possession of current CPR, First Aid and AED certifications (Renewed every 1-3 years as required).

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

5/5/2026

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