

Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

Position Code: PARKSPV4A05N

Civil Service Class and Level: PARK AND RECREATION SUPV-4

Working Title (What the agency calls the position): Park and Recreation Supervisor 12

Name and Position Code Description of Direct Supervisor: PELLOW, JOSHUA W; PARK AND RECREATION MANAGER-3

Department/Agency: DNR-NATURAL RESOURCES

Bureau (Institution, Board, or Commission): Resource Management

Division: Parks and Recreation Division

Section: Field Operations

Unit: Port Crescent State Park

Work Location (City and Address)/Hours of Work: 1775 PORT AUSTIN RD; PORT AUSTIN, MI 48467 / 80/hr pp; may include nights, weekends & holidays

General Summary of Function/Purpose of Position: This position serves as a second-line supervisor 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. Primary duties include administrative and financial management, building and maintaining relationships with other divisions and external stakeholders, and overseeing the work area's safety program. Other duties include personnel management and coordinating the maintenance and/or construction of facilities.

Assigned duties and tasks for each duty.

Duty 1: ADMINISTRATION/FINANCIAL MANAGEMENT

- Oversees day-to-day operations, projects, and programs at assigned unit(s), plans and organizes in coordination with the assistant supervisor so that the physical, financial, and human resources are used efficiently.
- Makes operational decisions and gives clear direction to assistant supervisor and other staff.
- Manages and tracks budget and controls the spending categories within their set allotment.
- Evaluates and recommends building, facility, and equipment needs to District Manager.
- 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.
- Performs audit of weekly reconciliations.
- 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: PUBLIC RELATIONS, ENFORCEMENT & SAFETY

- Align projects with the interests of users in mind while maintaining division priorities.
- 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 in coordination with the assistant supervisor.
- 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 statutes.
- Contacts local government authorities to coordinate work efforts and solve problems that may arise.

Duty 3: PERSONNEL MANAGEMENT

- Coordinates, leads, and provides guidance to the assistant supervisor on the recruitment, hiring, and training of staff.
- Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion in coordination with the assistant supervisor.
- Directs and encourages staff to provide maximum work effort and maintain good employee relationships.
- Identifies staff development and training needs and ensures that training is obtained.
- Provides guidance to the assistant supervisor in scheduling work assignments, setting priorities, and directing the work of subordinate employees, 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.
- Issues corrective/disciplinary action as necessary.
- Ensures proper labor relations and conditions of employment are maintained.

Duty 4: CONSTRUCTION/MAINTENANCE

- Leads and participates in facility inspections. Addresses issues identified during inspections.
- Works with District Planner to determine scope, specifications, estimates of various projects.
- 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 of 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.
- Operate equipment exceeding 10,000 lbs. but is not limited to farm tractors, equipment trailers, motorized carts, riding and push lawn mowers, string trimmers, leaf blowers, chainsaws, and an array of electric power tools.

Duty 5: MISCELLANEOUS

- 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).
- Acts as a backup when the District Manager is unavailable.
- Mentor, support and encourage professional development of staff.
- Other duties as assigned.

Types of decisions made independently and whom or what those decisions affect: 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.

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.

Physical effort used to perform this job and environmental conditions of this position: 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.

Names and classes and levels of employees whom this position immediately supervises:

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STATE WORKER

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.

The function of the position's work area and how it fits 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.

Minimum education, experience, and credentials typically needed to perform the position's essential functions:

EDUCATION:
Education typically acquired through completion of high school.

EXPERIENCE:

Park And Recreation Supervisor 12

Six years of park and recreation experience, including one year equivalent to a Park and Recreation Supervisor 11, two years equivalent to a Park and Recreation Supervisor 10, three years equivalent to a Park and Recreation Ranger 9, or four 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 maintain a medical examiner's certificate.

CERTIFICATES, LICENSES, REGISTRATIONS:

Position requires possession of a valid Driver's License.

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