

NATURAL RESOURCES SUPERVISOR 1 - PARKS AND TRAILS

KIND OF WORK

Supervisory parks and trails work.

NATURE AND PURPOSE

Under close supervision, an employee in this class assists in the administration of activities of a Division of Parks and Trails administrative unit. Responsibilities are carried out with a staff that is in a single location and may act as a specialized and/or remote location crew supervisor. These positions are focused on day to day supervision primarily of maintenance crews. Provide technical and direct supervisory work with support and guidance of higher level supervisors. Duties include implementing program goals, analyzing trends and patterns in program performance and implementing program objectives. Monitors and evaluates employee performance and makes changes as needed. Manage small budgets, including administration of contracts. Maintains relationships with external stakeholders; plans and carries out communication to the public.

These positions differ from PAT Supervisor 2 positions due to the Supervisor 1 positions' narrower focus, supervision of a more limited number of staff, single crew responsibility, and the level of close supervision provided to the incumbents. The Supervisor 1 positions are not independently responsible for standalone units and work planning typically consists of short time periods and is project/task oriented.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervises a singular team to ensure employees are productive, goals are met, and bargaining unit contracts are administered appropriately by recruiting, interviewing, and hiring employees, by setting work schedules, by evaluating performance of staff, by conducting reviews of investigations and carrying out both oral and written disciplinary actions, by recommending achievement and approving or disapproving progression increases, by directing personnel development.

Collaborates with unit supervisor and area team in the administration of budgets to ensure funds are expended efficiently, legally, and within budget limits by overseeing the expenditure of funds and by administration of contracts and bid specifications.

As designated, oversees administrative activities for the unit so that staff have the resources needed to accomplish the mission and goals of the MN DNR by determining equipment needs and priorities, by monitoring equipment maintenance and use, by reviewing equipment inventories, by determining building and facility needs, by approving major equipment purchases, by overseeing payroll, bill paying, and contract administration. Follows established procedures for simple revenue collection.

Assists and collaborates in enforcement and emergency services. Assists in administering a range of visitor services.

Assures that accurate information about recreation resource management practices is consistently applied in all work performed by staff. Maintain effective communication with outside interest groups and other organizations. Assists in resolving conflicts and recommending solutions to issues with the public.

Assists with partnership activities as directed.

Assists and collaborate in natural and cultural resource management activities.

Assists with inspecting facilities, recommending and prioritizing building rehab needs, implementing and evaluating facility and operational support projects. As assigned, direct and monitor capital projects.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Human resources policies, procedures, and bargaining unit agreements sufficient to resolve personnel problems, reward and discipline employees, and assign, schedule and direct work.

Integrated recreation management principles and practices sufficient to plan work and set goals, monitor and evaluate accomplishments.

Operations, problems, policies, programs, activities and procedures of the Parks and Trails division sufficient to direct work, set goals, and evaluate the effectiveness of practices being implemented in the field.

State, division, organization, and team policies, and procedures sufficient to carry out and advise staff in the proper methods for accomplishing work, solve problems, and implement solutions.

Skill in:

Written communication sufficient to communicate work direction, respond to questions from the public, develop project proposals and compile reports.

Project management, organization and administrative skills.

Public relations, conflict resolution and interpersonal skills sufficient to create and maintain a positive work environment for staff and positive experience for visitors.

Ability to:

Communicate effectively by presenting information in both verbal and written form through reports and work direction to staff.

Understand and apply resource management, wildlife and vegetative management, inventory and assessment techniques, fire and insect management, soil science, cultural resource management practices and issues; legal land descriptions and related cartography, surveys, photography, GIS applications and GPS equipment. Read and interpret blueprints, maps, aerial photographs and other documents sufficient for resource management and facility repairs.

Work within safety standards, guidelines and procedures. Recognize and respond to hazards and emergency situations sufficient to prevent accidents, mitigate hazards, act as a first responder, enforce laws and instruct others in safe work habits; promote, monitor and ensure a safety culture.

Operate and maintain a wide variety of vehicles, shop and office equipment (e.g. motor vehicles, all-terrain vehicles, motor boats, snow blower, chainsaw) sufficient to train staff and conduct operations.

Perform physically demanding tasks and operate in adverse or extreme environmental conditions sufficient to accomplish site investigations, observations, or other related duties.

Est.:

T.C.: 4/18

Rev.:

Former Title(s): NR Supervisor 1 Parks