CARVER COUNTY invites applications for the position of:

Parks & Natural Resources Supervisor

OPENING DATE: 10/28/20
CLOSING DATE: 11/24/20 04:30 PM
SALARY: $69,825.60 - $104,728.00 Annually
JOB TYPE: Full-Time
LOCATION: Baylor Regional Park, Norwood Young America
DEPARTMENT/OFFICE: Public Works
FLSA: Exempt

JOB SUMMARY:

Under the direction of the Parks & Recreation Director, this position supervises the administration, budgeting, and management of the Parks Maintenance program and management of the natural resources for the Carver County Parks Department. This includes supervision of maintenance personnel, management of built and natural resource assets of the County park and trail system, and support and coordination with park operations, recreation services and administration.

This position will primarily work out of Baylor Regional Park in Norwood Young America. However, time will be spent at the Public Works Headquarters in Cologne as well.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Supervise full-time, part-time, temporary, contracted and intern personnel including scheduling work and training sessions, approving absences, evaluating performance, monitoring career development, training, hiring, and dealing with performance issues.
- Direct and oversee preparation of strategic maintenance plans for the parks and facilities grounds system.
- Develop and implement maintenance operations policies and best management practices (BMP’s) for facilities, parks grounds maintenance and site infrastructure maintenance, regional trails, natural resources, personnel safety and protocol on the job.
- Administer and oversee implementation of the grounds and site infrastructure-related maintenance and deferred maintenance programs.
- Direct the preparation of contracts.
- Serve on the Public Works fleet committee to provide feedback and assistance to the Fleet Management function on the selection, use, maintenance and replacement of County vehicles and equipment.
- Serve on the Public Works Safety committee to provide feedback and assistance to the Public Works Safety Committee to review safety concerns, improve upon BMP’s.
- Prepare and manage an annual maintenance program work plan for the department.
- Manage the parks system following the direction of the Master Plans.
- Manage the parks maintenance operations and facilities program of grounds, mowing, landscaping, natural area enhancement and maintenance functions.
- Manage natural resources of the department.
- Administer safety programs and inspections for park facilities and grounds.
- Prepare an annual work program
Administer the budget for park maintenance, natural resources, deferred maintenance and Capital Improvement Program (CIP).
Prepare the annual operating budget request for the maintenance programs for submission to the Parks and Recreation Director. Manage operations budget for maintenance programs.
Develop and recommend to the Parks and Recreation Director the deferred maintenance projects and cost estimates for the five-year Carver County Capital Improvement Program Budget.
Provide Capital Equipment Program assistance to Fleet for the purchase of new and replacement equipment for Parks and County use.
Provide input and direction for the park’s grounds and improvement programs with respect to facilities, grounds, landscaping, trails, and natural resource areas.
Make applications for grant funding in areas facilities, grounds, equipment, natural resource area restoration and management.
Prepare and present analysis and recommendations to the Park and Recreation Director and drafts Request for Board Action to County Board of Commissioners.
Develop partnerships with organizations and individuals such as; the Minnesota service groups and Department of Natural Resources. Coordinate cooperative projects and tasks with County departments.
Perform other duties as apparent or assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Natural Resource Management, Park and Recreation or related field.
- Three (3) years experience in recreation services or park operations.
- Valid driver's license or evidence of mobility

PREFERRED QUALIFICATION:
- Two years of experience directing and leading staff

SCORED EXAMINATION PROCESS:

All applications will be screened for minimum qualifications, scored and ranked. The highest ranked candidates meeting minimum qualifications will be recommended for the scored oral examinations (interviews). Final selection for the position will include successful completion of oral interview(s), reference checks, background investigation, and pre-placement physical.

Applications must be received in Employee Relations no later than 4:30 p.m. on the closing date. Resumes may be included, but will not be accepted in lieu of a completed application.

Applications may be filed online at:
http://www.co.carver.mn.us/employment

Our office is located at:
600 East 4th Street
Chaska, MN 55318
952-361-1525
Fax: 952-361-1536
employeerelations@co.carver.mn.us
An Equal Opportunity and Veteran Friendly Employer

Parks & Natural Resources Supervisor Supplemental Questionnaire

* 1. Do you have a degree in Natural Resource Management, Parks and Recreation, or a related field?
   - Yes
   - No
* 2. If you answered yes, please indicate the type of degree and area of study. If you
answered no, please indicate N/A.

* 3. Do you have three years of park maintenance, natural resource management, or park operations experience?
   - Yes
   - No

* 4. Do you have a valid driver's license or evidence of equivalent mobility?
   - Yes
   - No

* 5. Which of the below best reflects the area of study of your degree?
   - Natural Resource Management
   - Parks and Recreation
   - Environmental Services
   - Biology
   - Forestry
   - Wildlife Management
   - Turf Management
   - GIS
   - Other/None of the Above

* 6. Please indicate the areas below in which you have work experience. Please ensure that the work history portion of your application supports your answer. Select all that apply:
   - Park Maintenance - 4 or more years of experience
   - Project Management - Completion of 2 or more projects of $50,000 or more
   - Forestry - 4 or more years of experience
   - Supervision - 2 or more years in a related area
   - Use of Arc GIS or comparable software - 2 or more years
   - Prairie-actively managed prairie by fire, planting, grazing, other
   - Prepared and Submitted Grant Applications
   - I have none of the above experience

* 7. If you indicated experience above, please briefly describe it below. If you do not have this experience, please indicate N/A.

* 8. Please indicate the areas below in which you have asset management experience. Select all that apply:
   - Experience creating or maintaining a pavement management program
   - Experience creating or maintaining a building maintenance program
   - Experience performing safety inspections of park grounds and facilities
   - None of the above

* 9. If you indicated experience above, please describe it below. If you do not have this experience, please indicate N/A.

* 10. Please indicate the types of software training, course work, or experience you have as indicated below. Select all that apply:
   - Facility/asset management software
   - Natural resource management software
   - ESRI ArcGIS
   - Project Management Software
   - None of the above

* 11. Which of the below certifications do you hold? Select all that apply:
- Certified Playground Safety Certificate
- Certified Tree Inspector
- Certified Weed Inspector/Applicators license
- CPR/First Aid
- I have none of the above certifications

* Required Question