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However, time will be spent at the Public Works Headquarters in Cologne as well.** | |  | | **TYPICAL DUTIES AND RESPONSIBILITIES:** | | PERSONNEL MANAGEMENT/SUPERVISION   * 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.   PROJECT MANAGEMENT/PLANNING/ADMINISTRATION   * 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, structures, landscape, and natural areas. * Manage natural resources of the department. * Administer safety programs and inspections for park facilities and grounds. * Prepare an annual work program   BUDGET/FUNDING   * Administer the budget for park maintenance, natural resources management, deferred maintenance and annual 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.   COORDINATION   * 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.   OTHER   * Perform other duties as apparent or assigned. | |  | | **MINIMUM QUALIFICATIONS:** | | • Bachelor's Degree in Forestry, Park Management, Horticulture, Natural Resource Management, Park and Recreation or related field.  • Three (3) years experience in recreation services or park operations.  OR  •Equivalent combination of education and experience necessary to perform the essential functions of the position.  AND  • Valid driver's license or evidence of equivalent 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](mailto:employeerelations@co.carver.mn.us) An Equal Opportunity and Veteran Friendly Employer | Job #01952 PARKS & NATURAL RESOURCES SUPERVISOR MM | | |