

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION
PARK & RECREATION SUPERVISOR

JOB DESCRIPTION

Employees in this job function as supervisors at parks, sub-units, recreation areas, or field offices, supervising permanent and/or seasonal Park and Recreation Rangers and other staff, which may include labor and trades workers, state workers, and administrative support staff. The combined total of subordinate staff hours must equate to at least two full-time positions, working at least eight months a year. The employee, under general or administrative supervision, works within general methods and procedures, and exercises considerable independent judgment in selecting the proper courses of action. The work requires knowledge of the policies, procedures, and regulations of the Department of Natural Resources' parks and recreations programs, and knowledge of supervisory techniques and personnel policies and procedures.

There are three classifications in this job. The classification level is determined by the line of supervision and nature of the work (standard versus complex work area). Complexity is determined by the application of criteria developed by the Department of Natural Resources and approved by Civil Service.

Position Code Title - Park And Recreation Supv-2

Park And Recreation Supervisor 10

The employee serves as an overall supervisor in a standard work area or an assistant supervisor to a Park and Recreation Supervisor 12.

Position Code Title - Park And Recreation Supv-3

Park And Recreation Supervisor 11

The employee serves as an overall supervisor in a complex work area.

Position Code Title - Park And Recreation Supv-4

Park And Recreation Supervisor 12

The employee serves as a second-line supervisor in a highly complex work area.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Manages or assists in the management and operation of a state park, recreation area, and/or field office.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Coordinates and assists in the recruitment, hiring, and training of candidates for employment programs.

Maintains records, prepares reports, and composes correspondence related to the work.

Directs special maintenance and minor construction projects ensuring the proper and safe use of personal tools and equipment.

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 and participates in patrol activities to prevent and/or correct violations of department rules and state statutes.

Accounts for entrance fees, camping receipts, concession revenue, etc., and prepares necessary financial reports.

Prepares or assists in the preparation of budget requests.

Establishes emergency response procedures and responds to emergencies related to accidents, injuries, or threats.

Contacts local government authorities to coordinate work efforts and solve problems that may arise from the public.

Serves as a commissioned park and recreation enforcement officer and may assist conservation officers or other law enforcement officers on division administered property.

Trouble shoots failures in power equipment, heating and cooling equipment, electrical systems, plumbing and drainage, and decides course of action to complete repairs.

Directs, coordinates, and participates in the maintenance and/ or construction of parks, harbors, trails, boating access sites, state forest campgrounds, and related operations at public sites.

Maintains inventory, including the requisition of equipment, supplies, and materials.

Directs the maintenance and care of assigned equipment and instructs subordinates in the proper use of such equipment.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work appropriate to the classification as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the 10-level and thorough knowledge is required at the 11 and 12 levels.

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.

Ability to 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.

Working Conditions

Some jobs require an employee to work under extreme weather conditions and environmental conditions of work site.

Some jobs require travel.

Some jobs require an employee to be exposed to disease and illness.

Some jobs require an employee to be exposed to hazardous work environments.

Some jobs require an employee to work outdoors as well as in an office.

Physical Requirements

The job duties require an employee to bend, reach, stoop, stand and/or walk for extended periods.

The job duties require an employee to climb ladders.

The job duties require an employee to lift and/or move heavy objects.

The job duties may require an employee to traverse rough terrain.

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.

Park And Recreation Supervisor 11

Five years of park and recreation experience, including one year equivalent to a Park and Recreation Supervisor 10, two years equivalent to a Park and Recreation Ranger 9, or three years equivalent to a Park and Recreation Ranger E8.

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.

Alternate Education and Experience

Park And Recreation Supervisor 10-12

Completion of at least 8 semester or 12 term college credit hours in natural resources, park management, outdoor recreation, law enforcement/criminal justice, or environmental studies may be substituted for one year of experience as a Park and Recreation Ranger-E.

Completion of at least 15 semester or 22 term college credit hours in natural resources, park management, outdoor recreation, law enforcement/criminal justice, or environmental studies may be substituted for two years of experience as a Park and Recreation Ranger-E.

Special Requirements, Licenses, and Certifications

Some positions may require certification by the Department of Natural Resources' Park and Recreation Enforcement Commission.

Some positions within this class series are assigned job duties that may require possession of the Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

Possesssion of a valid driver's license.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

PARRECSPV

Job Code Description

PARK & RECREATION SUPERVISOR

Position Title

Park And Recreation Supv-2

Park And Recreation Supv-3

Park And Recreation Supv-4

Position Code

PARKSPV2

PARKSPV3

PARKSPV4

Pay Schedule

NERE-052

NERE-069

NERE-180

SK

05/15/2022