



DOUGLAS COUNTY (WI)
1316 N. 14th Street, Suite 301
Superior, WI 54880
<http://douglascountywi.org>

Parks & Recreation Supervisor - Forestry

An Equal Opportunity Employer

Online applications can be submitted until 11:59 pm on the closing date.

SALARY: \$25.17 - \$28.77 Hourly
\$52,353.60 - \$59,841.60 Annually

OPENING DATE: 01/03/19

CLOSING DATE: 01/27/19 11:59 PM

DESCRIPTION:

Douglas County is currently seeking energetic, professional, and knowledgeable applicants for a Parks & Recreation Supervisor position. Ideal candidates will have well rounded natural resource management experience. Position will be responsible for managing and overseeing the development, maintenance, and daily operations of the county park system, recreational trail system, and water control dam structures. Primary responsibilities include leading the county park program, maintaining recreational facilities, acting as the County Snowmobile/ATV/UTV Trail Coordinator, and overseeing water control structure operation. Additional responsibilities include writing grants, budget development, supervision, and developing and maintaining diverse partnerships.

ESSENTIAL DUTIES:

1. Manage the outdoor recreation program and facilities.
2. Oversee County Park development and maintenance projects including, project planning, grant writing, permit applications, project management, and contract administration; and collection of campground receipts and other fees associated with the parks program.
3. Prepare annual recreation program work plan, develop project proposals, and submit budget requests.
4. Maintain grant program awareness, write and submit grant applications, and coordinate grant monies.
5. Manage the recreational trails program, including the maintenance of motorized and non-motorized trails and acquisition of easements and agreements for trail use.
6. Write and submit recreational trails aid program grant applications and coordinate grant monies with trail projects. Maintain and submit reimbursement requests for trail maintenance and grooming efforts.
7. Work with snowmobile and ATV/UTV Associations/Clubs to develop and maintain recreational trail network.
8. Periodically inspect trails to insure that they are in safe and usable conditions and/or under compliance with maintenance agreements. Keep records of trail inspections/conditions and publish trail condition reports.
9. Manage dam operation, including daily water level readings, record keeping, water level manipulation, and scheduling inspections.
10. Develop and administer dam inspection, maintenance, and construction contracts.

11. Supervise and manage fulltime and seasonal staff including, hiring, assigning work, and reviewing performance.
12. Provide oversight and enforce County ordinances, policies, and regulations.
13. Coordinate and administer FEMA damage recovery projects.
14. Deliver monthly report to the Forest, Parks, and Recreation Committee on program updates and accomplishments.
15. Develop, coordinate, and maintain productive relationships with partnering agencies, citizen groups, recreational clubs, user groups, private businesses, and other organizations.
16. Represent the Department on local and regional committees related to recreational program offerings.
17. Available to attend periodic recreational, user group, and/or partnership meetings during off-hours.
18. Available by phone contact during off-hours, weekends, and holidays as necessary.

The ideal candidate will have effective leadership skills with the ability to deliver high quality parks and recreational services. The successful candidate will be an energetic self-starter that possesses the ability to manage multiple priorities, is an effective communicator and creative problem solver, displays excellent customer service skills, and has a strong aptitude for building trusting partnerships. We are looking for a highly motivated, team player who has a positive, enthusiastic attitude.

MINIMUM QUALIFICATIONS:

Bachelor of Science Degree in Outdoor Recreation, Recreation Management, Forestry, Natural Resources, or related field from an accredited University or College, and two years of related experience and/or training in program management, public land administration, and/or park or facility management -OR- equivalent combination of education and work experience that provides equivalent knowledge, skills, and abilities required to successfully perform essential duties and responsibilities.

SUPPLEMENTAL INFORMATION:

Environmental working conditions:

This position has a field-based component. Approximately 50% of the work is performed in a field-based environment with the remaining 50% performed within an office setting. The typical field-based setting requires exposure to inclement weather conditions and natural terrain. Seasonal winter conditions often include ice, snow, and cold. Seasonal summer conditions often include heat, humidity, and exposure to biting insects.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to perform rigorous physical exertion for extended periods of time including, but not limited to, walking, lifting, bending, pushing, pulling, sitting, standing; and reaching, grasping, talking, hearing, and seeing. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift up to 100 pounds and apply up to 500 pounds of force to push, pull or otherwise move objects. The employee is frequently required to walk, stand, talk, hear, see, and perform repetitive motions.

The employee will spend long hours in the field in a recreational area or trail setting. At times, the incumbent must spend long hours sitting and using office equipment and computers. The employee must also have the physical ability, in all types of weather conditions, to operate four-wheel drive vehicles, all-terrain vehicles, snowmobiles, and power tools. At times, the employee will be exposed to moderate to loud noise created by trucks and heavy equipment.

TESTING REQUIREMENTS:

Must possess a valid driver's license. Structured interview, references and background investigation. Must pass a pre-employment physical examination.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://douglascountywi.org>

Job #Parks&RecSupervisor01-2019

PARKS & RECREATION SUPERVISOR - FORESTRY

HM

OUR OFFICE IS LOCATED AT:
1316 N. 14th Street, Suite 301
Superior, WI 54880
715-395-1429

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Parks & Recreation Supervisor - Forestry Supplemental Questionnaire

- * 1. Do you possess a valid driver's license?
 Yes No

- * 2. Do you possess a Bachelor's degree in Outdoor Recreation, Recreation Management, Forestry, Natural Resources, or related field from an accredited University or College?
 Yes No

- * 3. Please indicate major field of study. Include any other degrees held, type(s) and major field(s) of study.

- * 4. Do you have two years of experience and/or training in program management, public land administration, and/or park or facility management?
 Yes No

- * 5. How many years of program management, public land administration, and/or park or facility management experience do you have?
 No experience
 1 to 4 years of experience
 5 to 8 years of experience
 9 to 12 years of experience
 More than 12 years of experience

- 6. Do you have experience and/or training in any of the following areas: In a few short sentences or with bullet points, please indicate the nature of your experience. ** NOTE that you do not need experience in any of these areas to be qualified or considered for this position.

- * 7. Grant Writing. Please describe experience

- * 8. Budget Management. Please describe experience

- * 9. Supervision and Leadership of Others. Please describe experience

- * 10. Building and Fostering Partnerships. Please describe experience

- * 11. Building and Facilities Maintenance. Please describe experience

- * 12. Water Control Structure (Dam) Operation. Please describe experience

- * Required Question