

Agency: North Dakota Parks & Recreation Department

Class Title: Maintenance Supervisor II, Class 8204, Grade 9

Location of Position: Beaver Lake State Park (SE of Napoleon)

Position #: 750-27203 **Status:** 75% FTE (9 months or 30 hrs/wk for 12 months)

Salary Range: \$2,600 - \$2,800 per month

Recruitment: Internal & External

Closing Date: Applications must be postmarked by 09/30/2009

Minimum Qualifications: Requires a high school diploma or GED, and five years of semiskilled or skilled building, mechanical, grounds keeping, maintenance, and/or construction work involving the operation of maintenance equipment. Two years of experience must have been in a supervisory or lead-worker capacity. Applicant must also successfully complete the interview process and reference checks.

Following skills preferred:

1. Demonstrated proficiency in methods, practices, tools, equipment and materials used in general maintenance of buildings and grounds. (General carpentry, plumbing, electrical, & equipment maintenance and repair.)
1. Knowledge of trees, shrubs, plants and lawns.
2. Ability to plan, assign, supervise and review the work of subordinates.
3. Ability to perform skilled maintenance tasks and to keep records and make reports.
4. Interpersonal communication skills.

Summary of Work:

This position reports to the Park Manager and is responsible for park construction and maintenance projects, to include, but not limited to; trails and roads, buildings and grounds, vehicles and equipment, pest and noxious weed control. Supervision of temporary staff is required, to include: job orientation, training in safe operating procedures, and work scheduling. Other duties include, but not limited to; preparation of monthly reports, purchase of supplies, maintain equipment/safety logs, and attendance at department training workshops.

Application Procedures: Applications must be submitted on a State of North Dakota Application for Employment Form (SFN 10950) along with a resume and a cover letter with a written summary of how past experience is related to the description of the duties and responsibilities, desired traits, and level of work experience for the position to: Ms. Dorothy Streyle, Administration Division Manager, North Dakota Parks & Recreation Department, 1600 East Century Avenue, Suite 3, Bismarck, ND 58503. Applicants claiming veterans preference must submit Form DD214 with the completed application and those applicants needing accommodation with the application and/or interview process should call the ND Parks and Recreation Department at (701) 328-5357 or the North Dakota Job Service TDD 1-800-438-2513. Application must be postmarked by September 30, 2009. Application forms can be obtained over the Internet at <http://www.nd.gov/hrms/jobs/appforms.html> . Applications may be faxed (701-328-5363) or e-mailed to dstreyle@nd.gov but **must** be followed with a signed hard copy.

Comments: May require some weekend and/or holiday work.

For more information about the North Dakota Parks & Recreation Department please visit our website: <http://www.parkrec.nd.gov/>

For more formation about state employment benefits click here:
<http://www.nd.gov/hrms/jobs/jobvacindex.htm>