

# Vacancy Announcement

## Maintenance Supervisor II North Dakota Parks & Recreation Department (NDPRD)

**Location:** Lake Sakakawea State Park, Riverdale, ND

**Salary:** \$3,568 - \$4,163 per month

**Closing Date:** January 27, 2014 by 5:00 pm

**Position Number:** 750-25564

**Status:** Full-Time, Regular

**Type of Recruitment:** External

**Date Posted:** January 10, 2014

### Minimum Qualifications:

- High school diploma or GED.
- Five (5) 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.
- Valid North Dakota driver's license.
- Requires satisfactory completion of the interview process and a verifiable record of satisfactory performance in previous employment, reference checks and background investigation.

### Application Procedures:

- Complete a State of ND Application for Employment (SFN 10950). Access application form at: <http://www.nd.gov/hrms/jobs/appforms.html> or hard copy from any ND Job Service Office.
- Provide details in the employment history sections of the application form on how your education, experience and skills will qualify you for this position.
- Supplemental information such as a cover letter and resume.
- Provide a copy of college transcripts to verify your education.
- Fill in all information requested on the application form, such as dates of employment, hours worked per week, credits earned, etc. **INCOMPLETE SECTIONS WILL NOT BE GIVEN CREDIT.**
- Applicants must be legally authorized to work in the United States.
- Background checks will be conducted.
- NDPRD staff will score all applications based on a 100 point scoring and rating system.
- All application material must be **received** on the closing date by **5:00 pm** or before the closing date at the following address:

North Dakota Parks & Recreation Department  
Renaë L. Gall, PHR, Business Manager  
1600 E Century Ave., Suite 3  
Bismarck, ND 58503-0649  
Telephone Number: 701-328-5360  
Fax Number: 701-328-5363  
E-mail: [rengall@nd.gov](mailto:rengall@nd.gov)

For more information, Assistance or Accommodation Contact: Renaë Gall, at 701-328-5360 in advance of applying to discuss any special provisions needed for applying or interviewing.  
TTY Number: ND Relay Service 1-800-366-6888 (text); 1-800-366-6889 (voice). ND Relay Number: 1-800-366-6888.

### **Summary of Work:**

The primary duties and responsibilities for this position is year round maintenance tasks on the grounds and facilities at Lake Sakakawea State Park and Marina, including participation, coordination, scheduling activities along with supervision of temporary and volunteer staff. The position reports directly to the Park Manager.

- Participate in all areas of maintenance including building and equipment maintenance work such as rough masonry, plumbing, carpentry, minor electrical repairs and other repair duties critical to park operations.
- Perform work on HVAC building systems.
- Participate in grounds maintenance to include operating equipment to mow grass, trimming, bushes and trees including removal.
- Perform routine work in planting, transplanting, fertilizing, spraying, watering, pruning, seeding, cropping, propagation and cultivation of grasses, bushes, trees, and other plants and shrubbery.
- Perform other maintenance duties such as painting, repair fences, signs, fire rings, playground equipment, lift stations and lagoon, picnic tables, etc. and operate equipment to perform the duties.
- Operate and maintain grounds support equipment.
- Perform custodial maintenance such as maintaining floors, stairs, windows, restrooms, and picking up trash and litter.
- Ability to operate heavy equipment for performing variety of duties such as snow removal.
- Ability to work in all types of weather conditions.
- Ability to work designated weekends, evenings, holidays and be available for emergency on-call when needed.
- Assist park manager in planning, developing, and administering park policies and safety programs.
- Maintain daily logs, records, data and costs on all projects.
- Schedule and perform routine preventative maintenance on all facilities.
- Maintain inventory of supplies and equipment commonly used in park operations.
- Assist in the recruitment, selection, supervisory and training of seasonal staff.
- Assist in park disaster emergency and fire plans and risk management activities.
- May perform some duties and responsibilities of the park manager in his/her absence.
- Must have the ability to operate motor vehicles to include car, tractor, riding mower, etc. Must have the ability to obtain a commercial driver's license and the ability to be a licensed commercial pesticide applicator.

**For more information about the North Dakota Parks & Recreation Department please visit our website: <http://www.parkrec.nd.gov/>. For more information about state employment benefits go to <http://www.nd.gov/hrms>**

As employers, the State of North Dakota and political subdivisions prohibit smoking in all places of state and political subdivision employment in accordance with N.D.C.C. §23-12-10.

### **Equal Opportunity Employer**

The State of North Dakota and this hiring agency do not discriminate on the basis of race, color, national origin, sex, genetics, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.