

**Agency: North Dakota Parks & Recreation Department**

**Class Title: MAINTENANCE AND PROJECT COORDINATOR**

**Location of Position:** NORTH DAKOTA PARKS & RECREATION DEPARTMENT, BISMARCK OFFICE

**Position #: 8245 Status: 100 % FTE**

**Salary Range: \$3,550 TO \$4,550 per month**

**Recruitment: Internal & External**

**Closing Date: December 10, 2011**

**Minimum Qualifications:**

4-year bachelor's degree in construction management and 4 years related experience. Or 10 years experience in construction project management/facility maintenance, to include two years at supervisory or foreman level.

**Following skills preferred:**

1. Strong written and oral communication and computer operation skills. Must possess the ability to effectively interact with multiple contracts, agency staff and external architects/engineers.
2. Understanding and ability to effectively work with environmental, regulatory, cultural resource and related state and federal regulations.
3. Ability to produce accurate, timely and quality work and have the ability to work independently with strong organization and coordination skills.
4. Responsible for cost estimating, formulating bid requests, evaluating bids, and contractor and vendor qualifications. Supervision of contracts involving general, electrical and mechanical construction along with contracts involving gravel and asphalt construction and maintenance.
5. Compile information and complete cost share grant applications for state park and recreation construction projects.
6. Work within a team setting to provide long range development projects in North Dakota state parks and associated management areas. Actively involved with project budget construction and evaluations.
7. Possess an understanding and appreciation for North Dakota natural resources, their protection and management as part of the duties.

**Summary of Work:**

The Maintenance and Project Coordinator position involves management of large construction, maintenance, and repair projects in all of North Dakota State Parks and Recreation areas. Working in a team setting, the position assists with solicitation and selection of project architects, engineers, contractors, and vendors. Supervision of each of these professional and construction trade companies is an important element of the individual's duties. The position is assigned to assist with the agency comprehensive facility and infrastructure maintenance inspections and planning programs. Assists park staff in technical aspects of facility and infrastructure maintenance. Supervise on-site project progress meetings, monitor contractor, architect and engineer progress on select projects.

**Application Procedures:** To apply, submit a resume, letter of application and SFN #10950 to: Dorothy Streyle, N.D. Parks and Recreation Department, 1600 E Century Ave, Suite 3, Bismarck, ND 58503-0649. 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.

Application forms can be obtained over the Internet at <http://www.nd.gov/hrms> Applications may be faxed (701-328-5363) or e-mailed to [dstreyle@nd.gov](mailto:dstreyle@nd.gov) but **must** be followed with a signed hard copy.

**Comments:** This position will be located at the North Dakota Parks and Recreation headquarters in Bismarck. Project work is in the most scenic settings in North Dakota. Outdoor work and travel, including overnight travel, to these areas are part of the position duties. Statewide travel required year around. Working outdoors in all types of seasonal weather conditions is required. Must be able to work within a flexible work schedule to include evenings and weekends.

**Equal Opportunity Employer:** The employing agency does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.

**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>

**For more formation about state employment benefits click here:**  
<http://www.state.nd.us/cpers/HR/Docs/brochure/Cover.htm>