

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Property Manager 2		Class Code: 002TW2
	FLSA Status: Exempt	Salary Schedule: RDS	Effective Date: 10-25-13
	Summary: Incumbent performs advanced supervisory and administrative professional work in the operation and maintenance of a Department of Natural Resources (DNR) property. Incumbent is responsible for all functions of assigned property.		

Duties:

- Plans, supervises and participates in the development, maintenance and management of the designated property;
- Supervises the construction of recreation facilities;
- Plans, coordinates, implements and monitors natural resource management programs on the property including, boundary and land management, wildlife habitat, water quality, forest management, cultural resources etc.;
- Plans and develops operating budget requests and, preventive maintenance, contractor and grant budgets for the assigned property;
- Plans, schedules, assigns and supervises the work of lower level staff;
- Insures proper maintenance and care of physical property and equipment;
- Establishes employee training programs;
- Plans and conducts investigations to gather data on population status, resource utilization, environmental conditions, management needs or results of research and applied management;
- Implements approved management programs and projects;
- Makes presentations to the general public and interested groups;
- Makes hiring decisions for all employees;
- Assumes the responsibility for all receipts, change fund, equipment and petty cash advances;
- Locates and processes land acquisition projects;
- Establishes security and emergency procedures for property;
- Complies with federal safety regulations;
- Performs related duties as required.

Job Requirements:

- Thorough knowledge in park and recreation management, natural resources, forestry, tree nursery, wildlife and/or fisheries management;
- Extensive knowledge of state and federal laws, rules, regulations and property regulations;
- Considerable knowledge of general office procedures and fiscal controls;
- Considerable knowledge of budgetary procedure for the purpose of recommending manpower, equipment and supply needs;
- Working knowledge of property maintenance tools, equipment and practices;
- Ability to communicate in written and oral form;
- Advanced knowledge in utilities, water distribution systems and wastewater treatment plant facilities;
- Ability to organize and prioritize work;
- Required to reside in state housing where applicable;
- Required to be "on call" 24 hours a day.

Difficulty of Work:

Incumbent uses judgment to recommend appropriate methods and procedures to handle a wide range of situations. Individual cases may involve multiple variables to be considered which could significantly affect possible outcomes for the program involved.

Responsibility:

Incumbent is responsible for the operation of a natural resources property, using sound judgment and conforming to general agency policy guidelines. Work is done with minimum supervision. Errors in judgment are not likely to be caught and could result in serious harm, or even death to a visitor.

Personal Work Relationships:

Incumbent works with a wide range of agency staff as well as directors and their representatives of other agencies, local, state and federal officials, offenders where applicable, vendors, representatives of business, industry, education and public service and the general public to explain and interpret policy and procedures to insure coordination and cooperation.