

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Property Manager 3		Class Code: 002TW3
	FLSA Status: Exempt	Salary Schedule: PAT 3	Effective Date: 10-25-13
	Summary: Incumbent functions as an assistant property manager and has supervisory responsibility for the operation and maintenance of a state forest property and related grounds and facilities involving supervision of skilled and unskilled maintenance personnel.		

Duties:

- Assists in development of limited operating budgets and work plans and makes daily job assignments;
- Supervises the maintenance of grounds, picnic areas, pool, camping areas, parking areas, toilets, lawns, water lines, shelters and administrative buildings;
- Oversees the hiring of skilled tradesmen to perform specialized work on a fee basis; inspects work performed and makes or approves payments;
- Supervises the operation and maintenance of automotive equipment including trucks, tractors, power mowers, graders and saws;
- Assists in the maintenance of office records including payroll, requisitions and activity reports and supervises the collection of fees and accounts for monies and makes deposits in the local bank;
- Operates and supervises major sub-units of property (boat houses, nature centers or recreational facilities and programs);
- Makes presentations to the general public and service organizations;
- Assumes responsibility for the property;
- May supervise lower level staff;
- Responsible for all receipts, change fund and petty cash advances;
- Prepares work schedules and makes assignments for all employees;
- Performs related duties as required.

Job Requirements:

- Ability to establish and maintain a harmonious relationship with the general public;
- Ability to supervise and maintain a clean, well-operated recreational facility;
- Ability to prepare and maintain fiscal and activity records;
- Ability to plan, assign and supervise the work of subordinate personnel;
- Ability to develop work programs;
- Must be certified as a sewage and water treatment plant operator, where applicable;
- Ability to maintain and do minor repair work on all mechanical facilities on the property;
- Ability to express oneself clearly and concisely, orally and in writing;
- Physical condition sufficient to work out-of-doors;
- Ability to prepare operating budget requests;
- Required to be "on call" essentially 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:

The work is administrative and supervisory in nature. Incumbent works independently after receiving broad instructions and general directions from the supervisor. Incumbent works within established division and department guidelines and consults the supervisor on changes in policy and practices. The incumbent frequently is required to make decisions on complex matters while serving the public and maintaining the best interest of the department. Considerable time is spent in supervising and monitoring the various park operations.

Personal Work Relationships:

Personal work relations are with the park staff, regional supervisor and other staff, vendors, representatives of business, industry, education and public service, leaders in parks and recreation and with the visiting public.

Physical Effort and Working Conditions:

Part of the incumbent's work is performed in the park office. Frequent trips are made to local communities and occasional trips are made to the central office. The incumbent is subject to being outdoors for considerable periods of time in all kinds of weather.