

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Property Manager 4		Class Code: 002TW4
	FLSA Status: Exempt	Salary Schedule: PAT 4	Effective Date: 10-25-13
	Summary: Incumbent functions as an assistant property manager and has supervisory responsibility for the operation and maintenance of a Department of Natural Resources (DNR) 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, through subordinate labor foremen, the maintenance of grounds, picnic areas, pool, camping areas, parking areas, toilets, lawns, water lines, shelters and administrative buildings;
- Assists in the hiring of skilled tradesmen to perform specialized work on a fee basis; inspects work performed and makes or approves payments;
- Assists in the supervision of the operation and maintenance of automotive equipment, including trucks, tractors, power mowers, graders and saws;
- Assists in the measures of water levels in the public water supply and submits for analysis;
- Assists in the operation of sewage-treatment plants and/or water-treatment plants;
- Assists in the maintenance of office records, including payroll, requisitions and activities reports;
- 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);
- Performs physical work as assigned by superiors;
- Assumes responsibility for the property in the absence of the property manager;
- May supervise lower level staff;
- Assists in assuming responsibility for all receipts, change fund and petty cash advances;
- Assists in assuming responsibility for the care and custody of all buildings and facilities on the property;
- 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 outdoors;
- Ability to prepare operating budget requests;
- 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:

The work is administrative and supervisory in nature. Incumbent works independently after receiving broad instructions and general directions from the park manager, property manager supervisor, division director and assistant director (Park Management). Incumbent works within established division and

department guidelines and consults the park manager and assistant director on changes in policy and practices. Because of remoteness from the central office, the incumbent frequently is required, in the absence of the park manager, 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, park manager, property manager 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.