

PRESERVE SUPERVISOR

Job Code	Pay Grade
02470	CL18

Nature of Work

This is supervisory work managing a county preserve dealing with natural resource operations. Employees in this class supervise a county preserve, which is extensive in area and number or complexity of facilities. Duties include participating in formulating preserve improvement plans and natural resource management policies and employees are permitted to exercise considerable initiative and discretion in carrying out approved policies and plans.

Minimum Qualification Requirements

- 4 years experience in natural lands preservation operations that includes 2 years at the supervisory level; or
- Associate's degree in science, natural resources, environmental sciences, natural resources, or related field plus 2 years of natural lands preservation operations that includes supervisory training or experience; or
- Bachelor's degree as described above plus 6 months supervisory experience in preservation operations; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Manages a complex preserve dealing with natural resource projects/programs, confers with central administration staff to receive general policy directions and, within directed policy, manages the preserve as a public and business enterprise.
- Supervises the operation and maintenance of preserve facilities including interpretive or instructional areas, boat dock areas, fishing, bathing or swimming areas, life guarding, building and grounds maintenance and security patrolling.
- Makes periodic inspections of preserve areas and facilities, makes notes of discrepancies in operations and instructs in the proper use of machinery and equipment.
- Requisitions materials and supplies for preserve operations and maintenance, keeps records of expenditures and supervises training of new personnel.
- Prepares periodic reports concerning all phases of preserve natural resource operations and prepares and submits budget information.
- Coordinates the activities of volunteer personnel as needed within the section or department.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the principles, practices and techniques of preserve/natural resource management.
- Knowledge of operational and maintenance requirements of typical preserve facilities and equipment.
- Knowledge of safety procedures and effectively precautionary measures.
- Knowledge of indigenous animal, fish and plant life.
- Ability to meet the public effectively and give information regarding preserve regulations and facilities.
- Ability to supervise the mechanical maintenance of equipment and general maintenance of buildings and grounds.
- Ability to maintain and supervise the maintenance of operational records.

For official use only

Revised	EEOC Code	Overtime Code
11/07	Officials & Manager	Classified/Excluded