**Indiana DNR**

**Job Title:** Assistant Property Manager - Redbird State Recreation Area

**Job ID:** 598454

**Apply Before:** 10/02/2015

**Location:** Linton

**Full/Part Time:** Full-Time

**Regular/Temporary:** Regular

**Salary:** $30,316.00

**City/County/St:** Linton, Greene County, IN

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**Job Description:**

The Department of Natural Resources is currently seeking an Assistant Property Manager for the Redbird State Recreation Area (SRA). The Assistant Property Manager is responsible for assisting with management of Redbird (SRA) under the direction of the Off-Road Vehicle (ORV) Program Manager (who serves as the Property Manager for both Interlake SRA and Redbird SRA). He/she assists with staff supervision, business operations, accounting, revenue, purchasing, and other tasks related to daily operations and facility maintenance. The incumbent, in the absence of the property manager, must be able to interact effectively with organizations hosting special events, law enforcement, educators, and the general public. Incumbent is responsible for staff work plans, project oversight, recreation programs and natural resource management.

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**Responsibilities:**

Incumbent’s responsibilities include, but are not limited to:

- Assist with supervision and direction of staff and volunteers to include, hiring, training, scheduling, and payroll.
- Monitor and engage in customer service, community and public relations, and educational outreach.
- Assist property manager with administration and implementation of the property master plan.
- Research and make recommendations for purchasing of materials and equipment for daily operations.
- Inspection and monitoring construction, maintenance, repair and cleaning of all property facilities and equipment.
- Supervise and direct the safe operation, maintenance and repair of heavy vehicles, heavy equipment, light trucks and cars, commercial mowing equipment, farm equipment, power equipment and hand tools.
- Ensure all employees are in compliance with required state and federal training and complete additional property specific employee training (e.g., safety procedures) as needed.
- Incumbent may serve on division or department committees.
- Performs other duties as assigned or required.

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**Job Requirements:**
Bachelors' degree in outdoor recreation, natural resources/parks and conservation or related field from an accredited college or university and related field experience. Or five (5) years managerial experience in natural resources, parks, off-road vehicle recreation management, or related field.

Excellent proficiency with Microsoft Office and an ability to comprehend, complete and utilize forms, reports and databases with minimal instruction

Broad knowledge of facility, equipment, landscaping, and building maintenance practices

Broad knowledge of state accounting, revenue and purchasing procedures and policies

Knowledge of general administrative and clerical procedures.

Ability to supervise and evaluate subordinate employees.

Knowledge of state and federal laws/regulations which pertain to property operations and off-road vehicle use; ability to explain laws/regulations to public.

Working knowledge of off-road vehicle recreation and trail sustainability practices.

Ability to operate and maintain a variety of work, shop and office equipment, such as: computer, GPS, trucks, tractors and implements, dozers, backhoes, boats, chainsaws, generators, pumps and a variety of hand tools.

Valid driver's license and ability to obtain class A commercial driver's license.

The position is professional and technical in nature. Assignments require critical thinking skills, clear decision making, self-motivation and independent planning.

Additional Comments:

Work involves periodic lifting, standing, climbing and stooping as well as the operation of complex manual or powered equipment. Work is completed in all weather and at times in severe weather conditions. Call outs may be required in emergency situations to assist emergency medical personnel and/or law enforcement. Incumbent may be required to make difficult decisions in stressful situations.

A considerable portion of the employee’s work is performed in the property office, handling multiple issues at the same time ranging from numerous requests for information from public to budget information from the division’s central office to administrative issues; the remaining time is spent in supervising, and monitoring the various park operations. Frequent trips may be made to local communities; occasional trips are made to the central office. The employee is subject to being outdoors for considerable periods of time in all kinds of weather. The employee can be called out late evenings to address emergency situations.

Benefits:

The State of Indiana offers a comprehensive benefit package which includes medical, dental, vision, life insurance, retirement plans and accrued leave.

Equal Employment Opportunity:

The State of Indiana is an Equal Opportunity Employer.

State of Indiana
Personnel: https://hr.gmis.in.gov/psc/hrprd_3/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE/GL/Page=HRS_CE_HM_PRE&Action=A&TargetFrameName=None