

Macon County Conservation District

Job Title: Director of Operations
Department: Operations
Reports To: Executive Director
Position Status: Exempt
Job Code: 1359

Summary:

Oversees and manages the development, maintenance and protection of conservation areas, facilities and natural resources of the Conservation District for public use, safety and long term preservation.

Qualifications:

Bachelor's degree with a major course of study in forestry, natural resource management, park and recreation administration or related field with emphasis in park, conservation or forest preserve maintenance management. Also required is seven years of increasing supervisory experience in a similar work environment. In addition, knowledge of and experience in budget development and management, construction, safety, insurance compliance for public facilities and worker protection, grant writing, planning, compliance requirements of local, state and federal laws pertinent to land and water protection, ADA, procurement processes and municipal property ownership. Current First Aid and CPR certification and a valid Illinois driver's license or obtained within six months of hire. Complete a successful background check and drug screen.

Essential Functions:

1. Develop and manage budget for the Operations Division.
2. Establish goals and work plans for the Operations Division employees and insure completion.
3. Develop and implement equipment and facility upgrades or replacement including park sites, facilities, vehicles and equipment. Notifies proper insurance carrier of changes in property, facilities, vehicles and equipment on liability risk.
4. Maintain records for land management, facility and equipment activities.
5. Supervise staff of the Operations Division and perform related duties such as payroll, evaluations and training.
6. Promote safety in activities of the division and in maintenance of facilities for the public. Acts as Safety Director/Manager for the District's loss control and public liability risk programs.

7. Assist in the long range planning for the District.
8. Respond to citizen inquiries.
9. Assist in the development of grant proposals, land acquisition and special projects.
10. Represent the Conservation District by participating in various organizations and committees appropriate to the District's mission.
11. Develop land management plans for implementation by each unit. Evaluate implementation of same.
12. Interview, hire, train and evaluate staff in the Operations Division.
13. Manage the work load tracking program of the division.
14. Responsible for ongoing training and continuing education of staff.
15. Prepares regular reports of division activities.
16. Manages special projects related to division operations.
17. Attends meetings and committee meetings of the Board of Trustees.
18. Oversees the agricultural leasing operations of the Conservation District.
19. Recommends policy and establishes procedural guidelines pertinent to the maintenance and development of conservation area grounds and building facilities; evaluates maintenance operations and effects measures to improve efficiency, cost effectiveness and service provision.
20. Purchases materials and supplies needed for construction, maintenance and repair projects; obtains price quotes; writes specifications for equipment purchases, prepares notices requesting bids, reviews and evaluates bids and assists with the selection of the most beneficial bid.
21. Inspects work sites to ensure compliance with established procedures and to assess quality and progress of the project; inspects park areas for upkeep and appearance and to determine maintenance and/or repair needs; inspects projects being developed by contractors to assure compliance with contractual guidelines; inspects District owned houses to assess fire prevention, safety and repair needs.

Marginal Functions:

1. Assists coordination of community service, volunteer, youth group projects at the District.
2. Files District and Foundation property tax exemption status with County Supervisor of Assessments annually.
3. Reviews Macon County Zoning Board "Notice of Hearings".

Physiological Considerations:

1. Visual abilities to perform necessary paperwork and oversight functions of the position.

Environmental Considerations

1. Exposed to various weather conditions including extreme heat, cold, rain, snow and ice.
2. Protective clothing must be worn when applicable.
3. Indoor environmental conditions include lighting and temperature.

Cognitive Considerations:

1. Must possess significant problem-solving ability.
2. Must be able to comprehend scientific and technical information, financial reports and legal documents.
3. Ability to write reports and articles to clearly present information to management, elected officials and the public.
4. Must use good safety awareness and judgment.
5. Will be required to respond in emergencies.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.