



Glenn Hegar Texas Comptroller of Public Accounts

Job Description

TPWD - Maintenance Supervisor II (Operations Ranger/Lead Utility Operations Operator) (00006702)

Organization: PARKS AND WILDLIFE DEPARTMENT

Primary Location Texas-San Angelo

Work Locations:
3900 Mercedes St Ste 2
San Angelo 76901

Job Installation, Maintenance, and Repair

Employee Status Regular

Schedule Full-time

Standard Hours Per Week: 40.00

State Job Code: 9053

Salary Admin Plan: A

Grade: 15

Salary (Pay Basis) 3,348.59 - 3,399.84 (Monthly)

Number of Openings 1

Overtime Status: Non-exempt

Posting Date Aug 28, 2019

Closing Date Sep 18, 2019

Description

TPWD MISSION

To manage and conserve the natural and cultural resources of Texas and to provide hunting, fishing and outdoor recreation opportunities for the use and enjoyment of present and future generations.

PLEASE NOTE: All applications must contain complete job histories, which includes job title, dates of employment (month/year) and hours worked per week, name of employer, supervisor's name and phone number and a description of duties performed. If this information is not submitted, your application will be considered incomplete. Applications with "See attached" or "See resume" will not be accepted in lieu of a completed application. Omission of data can be the basis for disqualification; you may state

'unknown' for any incomplete fields. A scanned copy of official college transcript(s) issued from the registrar must be attached to the online application (if applicable).

APPLICATIONS SUBMITTED THROUGH WORK IN TEXAS: Work In Texas (WIT) applicants must complete the supplemental questions to be considered for the posting. To complete the supplemental questions go to CAPPs Recruit to register or login. CAPPs Recruit, <https://capps.taleo.net/careersection/ex/jobsearch.ftl?lang=en>

MILITARY OCCUPATIONAL SPECIALTY CODES can be found at <http://www.hr.sao.texas.gov/CompensationSystem/JobDescriptions>

VETERAN'S PREFERENCE: If selected for a position Veterans, Reservist or Guardsmen OR applicants claiming Surviving Spouse or Orphan veterans' preference eligibility, you will need to provide supporting documentation on or before the first day of employment.

TO APPLY Application must be completed at: <https://capps.taleo.net/careersection/ex/jobsearch.ftl?lang=en>

PHYSICAL WORK ADDRESS: San Angelo State Park, 3900 Mercedes, San Angelo, TX 76901

HIRING CONTACT: Jim Cisneros, (325) 227-6348, 

GENERAL DESCRIPTION

Under the direction of the Park Manager and daily oversight of the Assistant Park Manager, this position serves as the team leader for the maintenance staff at San Angelo State Park. Provides guidance, schedules work load and assists with daily maintenance and repairs of facilities, grounds and equipment. Performs specialized maintenance duties such as: natural resource management (including participating in prescribed burns), pesticide and herbicide applicator, electrical work, plumbing, large equipment or vehicle repair or trail maintenance. Other duties may include, but not limited to: general maintenance, custodial duties, report preparation, training staff, project planning, collecting revenue, purchasing, issuing permits, customer service and interpretive programs. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Performs additional duties as assigned. Complies with all Agency, Division and Branch rules, regulations and procedures.

Qualifications

MINIMUM QUALIFICATIONS:

Education:

Graduation from High School or GED.

Experience:

Three years facility, equipment or grounds maintenance experience;

Two years experience as a supervisor or team leader, which may include oversight of paid staff, volunteers, or alternative workforces.

NOTE: Experience may have occurred concurrently.

Licensure:

Must possess a valid class "A" Texas Commercial driver's license OR must possess or be able to obtain, within 30 days of employment, a valid class "C" Texas driver's license and convert to a class "A" Commercial driver's license within 6 months of employment;
NOTE: Retention of position is contingent upon obtaining and maintaining required licenses and compliance with State and Federal regulations including the Department of Transportation (DOT) required drug and alcohol testing.

Must possess or be able to obtain, within one year of employment, a class "D" Water Operator license issued by the Texas Commission on Environmental Quality (TCEQ);

Must possess or be able to obtain, within one year of employment, a class "D" Wastewater Treatment Operator license issued by the Texas Commission on Environmental Quality (TCEQ).

NOTE: Retention of position contingent upon obtaining and maintaining required license and compliance with the Texas Commission on Environmental Quality's (TCEQ) Criminal Conviction Guidelines.

PREFERRED QUALIFICATIONS:

Experience:

Experience with a wide range of construction, repair, and/or maintenance-related field;
Experience in customer service and/or public relations.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of general maintenance techniques;
Knowledge of general custodial duties;
Knowledge of revenue collection;
Knowledge of natural and cultural resource protection techniques;
Knowledge of basic plumbing, carpentry, electrical, masonry, janitorial and mechanical maintenance and repair tasks;
Knowledge of basic mathematics;
Skill in using MS Word, Excel and Outlook;
Skill in verbal and written communication;
Skill in making independent, sound and timely decisions;
Skill in the use and maintenance of hand and power tools, mowers, trimmers, chain saws, tractors, vehicles, generators and other mechanical equipment;
Skill in report writing and effective communication;
Skill in the use of hand and power tools, mowers, trimmers, chain saws, tractors, vehicles, generators and other mechanical equipment;
Skill in meeting deadlines;
Skill in planning, assigning and/or supervising the work of others;
Skill in providing quality customer service in a courteous and professional manner;
Skill in establishing and maintaining effective work relationships with co-workers and work-related contacts;
Skill in training others;
Skill in working with different groups and cultures in a way that displays aptitude in cultural competence;
Ability to communicate effectively with the public;
Ability to perform duties in a safe manner;
Ability to work as a member of a team;
Ability to work independently with little or no supervision;

Ability to follow park rules and regulations;
Ability to handle complaints and emergencies in an effective manner;
Ability to trouble-shoot maintenance problems and effect solutions;
Ability to coordinate an alternative work force;
Ability to work with people from various backgrounds and cultures;
Ability to perform manual labor such as lifting supplies and materials, up to 50 lbs.;
Ability to conduct work activities in accordance with TPWD safety program.

WORKING CONDITIONS:

Required to work in a public park with overnight camping and day use;
Required to work 40 hours per week, includes various schedules with hours other than 8:00 a.m. to 5:00 p.m. and days off other than Saturdays, Sundays and holidays;
Required to respond to emergencies and on-call situations;
Required to perform manual labor such as lifting supplies and materials, up to 50 lbs.;
Required to perform work outdoors, occasionally in adverse weather conditions;
Required to work around possible hazardous conditions;
Required to operate a State vehicle;
Required to travel 5% with possible overnight stays;
Required to pass drug screening prior to employment;
Required to pass a previous employment drug testing history verification for all CDL positions held within the past two years;
Subject to random, post-accident and reasonable cause testing for the duration of employment;
Must conform to TPWD dress and grooming standards, work rules and safety procedures;
Non-smoking work environment in State buildings and vehicles.

TPWD IS AN EQUAL OPPORTUNITY EMPLOYER

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