

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Preserve Management

SERIES NO.:

2241

MAJOR AGENCIES:

All Agencies

EFFECTIVE DATE:

01/09/2005

SERIES PURPOSE:

The purpose of the preserve management occupation is to administer operations of field sites.

At the aide level, incumbents provide public relations & equipment operation.

At the first managerial level, incumbents act as single site preserve manager & supervise assigned staff (e.g., preserve officers; preserve aides; seasonals; volunteers).

At the second managerial level, incumbents act as district preserve manager over two or more sites which comprise a district.

At the third managerial level, incumbents act as a regional manager over two or more districts which comprise a region.

Note: The state is divided into five regions that comprise 13 districts.

CLASS TITLE

Preserve Manager Aide

CLASS NUMBER

22411

PAY RANGE

28

EFFECTIVE

11/23/1997

CLASS CONCEPT:

The developmental level class works under close supervision & requires some knowledge of preserve management & equipment operation in order to plan, conduct & schedule public nature programs & operate equipment (e.g., riding mowers) in groundskeeping & facilities management (i.e., mechanically remove, cut &/or burn non-native species to include trees, limbs & fence posts).

CLASS TITLE

Preserve Manager

CLASS NUMBER

22415

PAY RANGE

10

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The first managerial level class works under general direction & requires thorough knowledge of preserve management in order to act as single site preserve manager in assigned preserve (i.e., composed of one site) & assist district preserve manager in planning & budgeting of projects, planning, scheduling & conducting interpretative programs & implementing ecological management of preserves & supervise assigned staff (e.g., preserve manager aides; preserve officers; intermittents; seasonals; volunteers).

CLASS TITLE

District Preserve Manager

CLASS NUMBER

22416

PAY RANGE

11

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The second managerial level works under direction & requires thorough knowledge of preserve management in order to act as district preserve manager for overall operations of assigned district (i.e., composed of multiple sites) & supervise assigned staff (e.g., preserve managers; preserve manager aides; preserve officers; intermittents; seasonals; volunteers).

CLASS TITLE

Regional Preserve Manager

CLASS NUMBER

22417

PAY RANGE

12

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The third managerial level class works under direction & requires thorough knowledge of preserve management in order to act as regional preserve manager for overall operations of assigned region which consists of two or more districts & supervise assigned staff (e.g., district preserve managers; preserve managers; preserve manager aides; preserve officers; intermittents; seasonals; volunteers).

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Preserve Manager Aide	22411	06	11/23/1997	28

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Plans, conducts & schedule public nature programs (i.e., serve as front line contact person with preserve visitors; advises visitors on rules & regulations; responds to public inquiries from preserve visitors; participates in budgeting & purchasing) & operates equipment (e.g., tractors, riding mowers, dump truck, front end loader) in groundskeeping & facilities management (i.e., mechanically remove, cut &/or burn non-native species to include trees, limbs, fence posts).

Participates in development of statewide & district preserve program policies & procedures.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations*; preserve management policies & procedures*. Skill in operation of equipment (e.g., riding mowers, tractors, dump trucks, front end loader). Ability to lift 50lb. bags of seed; answer questions & routine inquiries from preserve visitors; define problems, collect data, establish facts & draw valid conclusions.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes addition, subtraction, multiplication & division. In accordance with Section 124.11 (B) (2) of revised code, Director Of Administrative Services has determined this classification to be unskilled labor class & therefore exempt of written examination. Valid commercial driver's license required if motor equipment is of type & size regulated by Sections 4506.01 & 4506.12 of Ohio revised code.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Preserve Manager	22415	EX	01/09/2005	10

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Acts as preserve manager to single site preserve or natural area, assists district preserve manager in planning & budgeting of projects & in planning, scheduling & conducting interpretative programs & implementation of ecological management of preserves to include cutting, spraying with herbicides & removal of non-native species, ensures compliance with site management plan on ecological maintenance, monitors local species & identifies non-native species for removal, assists in updating plant & animal species id on site, assists other units in non-native removal (e.g., construction of fire breaks for sites requiring controlled burns), plans & oversees public native programs, coordinates volunteers to assist with public programs, assists other personnel in program & supervises assigned staff (e.g., preserve officers; preserve aides; seasonals; volunteers).

Designs & implements overall scheduled maintenance of equipment, buildings & facilities (e.g., to include mowing, painting, litter pick-up, plumbing, electrical, construction of boardwalks & bridges, light mechanical duties & construction/repair); oversees facilities for code compliance & Americans With Disabilities Act (i.e., ADA) standards; recommends changes to site management plans; recommends changes to division policies & procedures; operates & trains staff in operation of power tools (e.g., chain saws; mowers; tractors; trimmers; drills).

Serves as commissioned preserve officer (e.g., coordinates law enforcement activities; patrols preserves); maintains enforcement equipment; serves as liaison with other government agencies; answers public inquiries (e.g., via phone, fax, e-mail & correspondence); completes & maintains records & reports for purchases, weekly reports & monthly vehicle logs; assists in design of brochures & in writing news releases & articles; provides & conducts training in preserve related areas for staff (e.g., herbicide use; health & safety issues; in earth sciences, law enforcement, mandated divisional in-services, proper use of site equipment & in code compliance to include OSHA, fire codes & vehicle codes); monitors habitat management restoration projects; operates personal computer to edit, enter & verify data & to produce reports & correspondence.

MAJOR WORKER CHARACTERISTICS:

Knowledge of preserve management*; government rules & regulations pertaining to natural areas & preserves (e.g., Ohio revised code, Chapter 1517; Coastal Zone Management Act, Section 315; Clean Water Act, Section 315; Rivers & Harbors Act, Section 10)*; law enforcement techniques*; supervisory principles/techniques*; budgeting*; inventory control*; public relations; natural sciences (e.g., ecology, biology, zoology). Skill in operation of motor vehicles (e.g., car, truck, boat); operation of audio-visual equipment; use of computers; use of laboratory instrument & field sampling meters; operation of power tools (e.g., chain saws; mowers; tractors; trimmers; drills)*. Ability to write & review administrative policies, budgets & periodic reports; read & interpret technical/natural preserve books, journals & manuals; prepare educational & research material & deliver speeches before specialized audiences & general public; answer questions of government officials, media & general public; demonstrate physical fitness.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of associate core program in natural resources, botany, zoology, biology, ecology or related field; valid driver's license.

-Or 12 mos. exp. as Preserve Manager Aide, 22411; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

Note: When assigned to work as preserve officer, must complete Ohio Peace Officer Training Academy training.

For positions assigned to perform law enforcement duties, applicants must successfully pass background check by appointing authority which includes polygraph, psychological & medical examination. Applicant must demonstrate physical fitness as outlined in department directive. Final applicant accepted for position will be required to submit to urinalysis to test for illegal drug use prior to appointment. Applicant with positive test result will not be offered employment per Section 123:1-76-09 Ohio Administrative Code.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Obtain Ohio Peace Officer Training Certificate within one year of employment; must qualify for \$100,000 surety bond if acts as agent of state in collection of money. Employees assigned to perform law enforcement activities must maintain agency required physical condition as outlined by department directive & pass any required medical examinations; must qualify semi-annually with firearms & related equipment; must maintain OPOTC certification.

UNUSUAL WORKING CONDITIONS:

Works outdoors; operates power tools/equipment in adverse conditions.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
District Preserve Manager	22416	EX	01/09/2005	11

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Acts as preserve manager for overall operations of assigned district (i.e., comprised of multiple sites or preserves or natural areas), administers, develops & implements overall operations, budget, policies & procedures for multiple nature preserves, develops & implements annual district budget, purchases supplies & equipment, designs & schedules interpretive schedule for district, plans & implements public & group nature programs, coordinates volunteers & staff in presentation & organization of programs relative to botany, zoology, geology & biology & supervises assigned staff (e.g., preserve managers; preserve officers; preserve aides; seasonals; volunteers).

Designs & implements overall scheduled maintenance program for nature preserve district facilities (e.g., to include mowing, painting, litter pick-up, plumbing, electrical, construction of boardwalks & bridges & light mechanical duties); oversees maintenance of all structures in district & ensures code compliance & health & safety standards (e.g., Americans With Disabilities Act); completes all districts maintenance tasks & assists other districts with maintenance; coordinates & implements ecological management in assigned districts & assists other districts in removal of invasive species; implements cutting, burning machine removal & herbicide usage; recommends changes to site management plans; recommends changes to division policies & procedures; operates & trains staff in operation of power tools (e.g., chain saws; mowers; tractors; trimmers; drills).

Serves as commissioned preserve officer (e.g., coordinates law enforcement activities; investigates criminal activity in absence of preserve officers) in assigned district with assistance from other departmental officers; reviews criminal activity reports.

Answers public inquiries & complaints (e.g., by letter, e-mail & telephone); attends &/or conducts public meetings for local government & citizens groups; represents division at public meetings; serves as local contact for all other government agencies (e.g., OSHA; health; legislators); designs brochures & flyers; writes newsletter articles; completes records & reports (e.g., budgetary reports; annual reports; time sheets; equipment reports).

Monitors habitat management restoration projects; operates power tools (e.g., chain saws; mowers; tractors; weed trimmers; saws; drills; pumps); performs maintenance (e.g., plumbing; carpentry; electrical; painting) on facility buildings, boardwalks &/or bridges; attends annual law enforcement training; operates personal computer to edit, enter & verify data & to produce reports & correspondence.

MAJOR WORKER CHARACTERISTICS:

Knowledge of preserve management*; government rules & regulations pertaining to natural areas & preserves (e.g., Ohio revised code, Chapter 1517; Coastal Zone Management Act, Section 315; Clean Water Act, Section 315; Rivers & Harbors Act, Section 10)*; law enforcement techniques*; supervisory principles/techniques*; budgeting*; inventory control*; public relations; natural sciences (e.g., ecology, biology, zoology). Skill in operation of motor vehicles (e.g., car, truck, boat); operation of audio-visual equipment; use of computers; use of laboratory instrument & field sampling meters. Ability to write & review administrative policies, budgets & periodic reports; read & interpret technical/natural preserve books, journals & manuals; prepare educational & research material & deliver speeches before specialized audiences & general public; answer questions of government officials, media & general public; demonstrate physical fitness.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of associate core program in natural resources, botany, zoology, biology, ecology or related field of study; 6 mos. trg. or 6 mos. exp. in employee training & development; valid driver's license.

-Or 6 mos. exp. as Preserve Manager , 22415; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

Note: When assigned to work as preserve officer, must complete Ohio Peace Officer Training Academy training. For

positions assigned to perform law enforcement duties, applicants must successfully pass background check by appointing authority which includes polygraph, psychological & medical examination. Applicant must demonstrate physical fitness as outlined in department directive. Final applicant accepted for position will be required to submit to urinalysis to test for illegal drug use prior to appointment. Applicant with positive test result will not be offered employment per Section 123:1-76-09 Ohio Administrative Code.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Obtain Ohio Peace Officer Training Certificate within one year of employment; must qualify for \$100,000 surety bond if acts as agent of state in collection of money. Employees assigned to perform law enforcement activities must maintain agency required physical condition as outlined by department directive & pass any required medical examinations; must qualify semi-annually with firearms & related equipment; must maintain OPOTC certification.

UNUSUAL WORKING CONDITIONS:

Exposed to weather conditions; operates power tools/equipment in adverse conditions.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Regional Preserve Manager	22417	EX	01/09/2005	12

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Serves as regional preserve manager for overall operations of assigned district & other districts within assigned region (i.e., composed of two or more districts), plans, develops & implements overall operations, budget, policies & procedures for multiple nature preserves, develops & implements annual regional/district budget, purchases supplies & equipment, designs & schedules interpretive nature schedule for assigned districts within assigned region, plans & implements public & group nature programs, coordinates volunteers & staff in presentation & organization of programs relative to botany, zoology, geology & biology, trains staff in proper method of non-native vegetation method (e.g., burning; cutting; pulling; herbicide usage), evaluates management efforts of subordinates & coordinates activities with central office staff, trains assigned staff in program content & scheduling & supervises assigned staff (e.g., district preserve managers, preserve managers, preserve officers; preserve aides; seasonals; volunteers).

Designs & implements overall maintenance program for district facilities within assigned region; oversees maintenance of all structures within assigned region & ensures code compliance & health & safety standards (e.g., building; OSHA; Americans with disabilities); completes maintenance tasks within assigned region; coordinates & implements regional ecological management program & coordinates efforts of district managers; assists other districts in removal of invasive species; recommends changes to site management plans; recommends changes to division policies & procedures; operates & trains staff in operation of power tools (e.g., chain saws; mowers; tractors; trimmers; drills); performs repairs on facilities (e.g., plumbing; electrical; painting; woodworking); conducts safety training.

Serves as commissioned preserve officer (e.g., coordinates law enforcement activities) in assigned district with assistance from other departmental officers; schedules & evaluates regional enforcement program; provides patrol & investigative services; maintains enforcement equipment.

Serves as liaison with other government agencies; answers public inquiries & complaints (e.g., via phone, fax, e-mail & correspondence); attends &/or conducts public meetings for local government & citizens groups; represents division at meetings; serves as local contact for all other government agencies (e.g., OSHA; health; legislators); maintains, reviews & completes regional records & reports (e.g., equipment needs; time sheets; attendance reports; annual regional reports; vehicle reports; gas logs; leave requests); attends training to keep abreast of administrative procedures (e.g., budgetary requirements; invoice payment; payroll; managerial principles & techniques; computer program updates; nature programs); provides training for staff (e.g., in program content & scheduling); evaluates subordinates in programming efforts; operates personal computer to edit, enter & verify data & to produce reports & correspondence.

Monitors habitat management restoration projects; operates power tools (e.g., chain saws; mowers; tractors; weed trimmers; saws; drills; pumps); performs maintenance (e.g., plumbing; carpentry; electrical; painting) on facility buildings, boardwalks &/or bridges; attends annual law enforcement training.

MAJOR WORKER CHARACTERISTICS:

Knowledge of preserve management*; government rules & regulations pertaining to natural areas & preserves (e.g., Ohio revised code, Chapter 1517; Coastal Zone Management Act, Section 315; Clean Water Act, Section 315; Rivers & Harbors Act, Section 10)*; law enforcement techniques*; supervisory principles/techniques*; budgeting*; inventory control*; public relations; natural sciences (e.g., ecology, biology, zoology). Skill in operation of motor vehicles (e.g., car, truck, boat); operation of audio-visual equipment; use of computers; use of laboratory instrument & field sampling meters. Ability to write & review administrative policies, budgets & periodic reports; read & interpret technical/natural preserve books, journals & manuals; prepare educational & research material & deliver speeches before specialized audiences & general public; answer questions of government officials, media & general public; demonstrate physical fitness.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in natural resources, botany, zoology, biology, ecology or related field of study; 12 mos. trg. or 12 mos. exp. in supervisory principles/techniques; valid driver's license.

-Or 6 mos. exp. as District Preserve Manager, 22416; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

NOTE: When assigned to work as preserve officer, must complete Ohio peace officer training academy training. For positions assigned to perform law enforcement duties, applicants must successfully pass background check by appointing authority which includes polygraph, psychological & medical examination. Applicant must demonstrate physical fitness as outlined in department directive. Final applicant accepted for position will be required to submit to urinalysis to test for illegal drug use prior to appointment. Applicant with positive test result will not be offered employment per Section 123:1-76-09 Ohio Administrative Code.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Employees assigned to perform law enforcement activities must maintain agency required physical condition as outlined by department directive & pass any required medical examinations; must qualify semi-annually with firearms & related equipment; must maintain OPOTC certification.

UNUSUAL WORKING CONDITIONS:

Exposed to weather conditions; operates power tools/equipment in adverse conditions.