



5500 Northrock Drive  
Rockford, IL 61103  
Phone: 815-877-6100/Fax: 815-877-6124  
www.winnebagoforest.org

**PRESERVES AREA MANAGER  
NORTH AREA  
Starting Salary \$ 39,024 - \$ 48,000 Annually  
Commensurate on Experience**

**Position Summary:**

The position supervises maintenance and development operations within the area, and answers questions posed by customers, crew or administration. Responsible for all aspects of campground operations and is the head field representative of the Forest Preserve.

**ESSENTIAL DUTIES and RESPONSIBILITIES:**

- Meets with the Director of Operations and Natural Resource Manager regularly to coordinate project schedules. Attends other meetings as required.
- Supervises, trains, and counsels all employees.
- Conducts performance reviews for the staff and ensures that goals are being met.
- Plans and coordinates the maintenance of facilities, campgrounds, study centers, and preserves.
- Routinely assesses preserve properties, facilities, and infrastructure and identifies deficiencies and develops and implements a plan of correction which meets or exceeds agency standards.
- Opens preserves and completes general maintenance while monitoring the area for vandalism and hazards.
- Performs field work such as; trail maintenance, turf and tree management, building maintenance, natural resource management, campground maintenance, preserve maintenance, water well and equipment maintenance, assisting with prescribed burns.
- Adheres to and trains field personnel in all risk management and safety programs and procedures.
- Interacts with Forest Preserve's customers and ensures a safe and enjoyable visit by informing them of the rules, regulations, and the agency mission statement and helps them understand those regulations, and serves as a liaison between administration, special interest groups and others.
- Coordinates vehicle and equipment repairs and service.
- Prepares department budget annually and recommends capital improvements.
- Addresses law enforcement concerns and ensures all reports are submitted in a timely manner.

**KNOWLEDGE AND SKILLS REQUIRED FOR THE JOB**

Must have a full working knowledge of modern supervisory/managerial principles and techniques. Must have a full working knowledge of arboriculture, horticulture, and land preservation. Working knowledge of conservation techniques and principles. Must have excellent people and communication skills.

**EDUCATION and EXPERIENCE**

Bachelor's degree (B.A., B.S.) from four-year college or university; 3 to 5 years progressively related managerial experience and/or training; or equivalent combination of education and experience.

Posted: 04/11/2017

Expires: 05/12/2017