

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Tentative Classification Standard

**Occ. Code 1541100**

<b>Conservation Operations Supervisor 1, Grade 11</b>	<b>1541100</b>
<b>Conservation Operations Supervisor 2, Grade 15</b>	<b>1541200</b>
<b>Conservation Operations Supervisor 3, Grade 21</b>	<b>1541300</b>
<b>Conservation Operations Supervisor 4, M-1</b>	<b>1541400</b>

Brief Description of Class Series

Conservation Operations Supervisors oversee the maintenance, rehabilitation, improvement, or construction of facilities and infrastructure, including buildings, trail systems, campgrounds, recreation facilities, automotive maintenance centers, communication networks, flood control structures, environmental education centers and camps, fish hatcheries, water access sites, state forests, training academy, emergency vehicle operation course, and wildlife management areas, in the Department of Environmental Conservation's regions. Incumbents supervise one to multiple crews and assist in coordinating a variety of site specific maintenance projects, material and equipment purchases, and monitor all activities related to the maintenance of facilities and property. Conservation Operations Supervisors may be assigned to remote areas, where a high degree of independence is required in the performance of their duties and responsibilities.

These positions are classified only in regional offices of the Department of Environmental Conservation.

Distinguishing Characteristics

*Conservation Operations Supervisor 1:* first supervisory level; supervises lower-level maintenance positions, seasonal staff, and volunteers assigned to the maintenance and operation of agency facilities; may operate heavy equipment such as backhoes and dump trucks.

*Conservation Operations Supervisor 2:* second supervisory level; supervises several work crews, typically lead by Conservation Operations Supervisors 1, at multiple locations, engaged in the improvement, repair, construction, and maintenance of buildings and other regional infrastructure.

*Conservation Operations Supervisor 3:* third supervisory level; manages a regional working circle or sub-office (a cluster of field offices, shops, garages, storage

buildings, and/or campgrounds, depending on the region), typically with direct supervision over multiple Conservation Operations Supervisors 2; assists the regional Conservation Operations Supervisor 4 with budgeting, hiring, training, and evaluating program needs for the campground programs within the working circle or regional sub-office.

*Conservation Operations Supervisor 4:* management level; one position per region, oversees the regional conservation operations, maintenance and management of the agency's lands, facilities, motorized equipment, roadways, trails, flood control systems and structures, public campgrounds, and maintenance centers.

### Related Classes

Maintenance Supervisors 1, 2, and 3 are responsible for supervising, coordinating, and directing the activities of skilled, semiskilled, and unskilled trades positions engaged in maintenance, repair, rehabilitation, and construction activities at State facilities.

Highway Maintenance Supervisors 1 and 2 supervise and work with a crew of laborers and operators of various sized equipment involved in highway maintenance and repair projects in a Department of Transportation residency.

### Illustrative Duties

#### *Conservation Operations Supervisor 1*

Reviews construction and maintenance activities performed by crews or contractors.

Requisitions and maintains records of supplies, materials, and equipment.

Prepares work plans and reviews time and activity sheets for subordinates.

Operates a variety of power tools and equipment.

Ensures that assignments are completed safely and effectively.

Operates heavy equipment, as needed.

Performs minor equipment maintenance tasks.

Trains and coordinates activities of seasonal and/or volunteer staff.

#### *Conservation Operations Supervisor 2*

Oversees crews working on several diverse projects, including the maintenance, rehabilitation, improvement, or construction, either by contract or Department of Environmental Conservation personnel, of facilities, buildings, trail systems, recreation facilities, or automotive maintenance centers.

Assists a Conservation Operations Supervisor 3 within a working circle, and directs all maintenance activities within an assigned area or project of the working circle.

Provides instructions to lower-level staff on project priorities, work schedules, equipment needs and health and safety issues.

Purchases, distributes, and maintains inventories of supplies and equipment.

Travels within a geographical area observing work in progress and completed for adherence to schedules, industry standards, and regulatory compliance.

### *Conservation Operations Supervisor 3*

Plans, budgets, schedules, and completes a variety of maintenance and construction projects including monitoring project-related health and safety issues.

Manages automotive fleets, recreation facilities, communication networks, and flood emergency operations.

Develops and implements an annual work plan, which consists of scheduled maintenance of grounds, paved roads, trails, flood control structures, such as levees and dams, and remediation of damage caused by storms, erosion, and public use.

Plans for the maintenance of regional facilities, such as regional offices, sub-offices, field facilities, shops, garages, and storage buildings.

Schedules and orders the maintenance and repair of motorized equipment, such as boats, trucks, automobiles, tractors, plows, and smaller power tools and equipment, ensuring that the appropriate equipment is available and in proper working condition.

Maintains, repairs, and manages public use facilities, such as campgrounds, education camps, boat launches, and hiking trails, including collecting fees and issuing permits.

Assists agency's engineers in developing plans and specifications, inspecting contractor work, and serving as contractor liaison.

Evaluates the performance of subordinate staff and assists lower level supervisors with supervisory responsibilities.

Assumes all of the duties and responsibilities of a Conservation Operations Supervisor 4 in their absence.

### *Conservation Operations Supervisor 4*

Manages various support and services programs within a region, including the regional recreation, education, and transportation services programs.

Plans, organizes, directs, and controls fiscal and human resources for regional operations.

Manages electronic support services for radio systems.

Oversees regional infrastructure construction, maintenance, and repair.

Manages the recreation program for State-owned lands in the region.

Interacts with various agencies, public interest groups, local governments, volunteer groups, and other organizations in matters related to the States campgrounds and education programs, facilities and infrastructure.

Assists with State Land Management Plans.

May be required to participate in public hearings and other official events.

Assists regional management with budget requests and preparation.

### Minimum Qualifications

#### *Conservation Operations Supervisor 1*

Promotion: one year of service as a Construction Equipment Operator, General Mechanic, Labor Supervisor, Maintenance Assistant, Maintenance Assistant (Electrician), Maintenance Assistant (Mechanic), Maintenance Assistant (Parks), Sign Shop Worker, or Park Worker 3.

Open-Competitive: three years of experience in general construction or maintenance.

#### *Conservation Operations Supervisor 2*

Promotion: one year of service as a Conservation Operations Supervisor 1 Service and Repair Mechanic (Motor Equipment), Maintenance Supervisor 1 (Motor Equipment), Trades Specialist (Electrician), Trades Specialist (Carpenter), Maintenance Supervisor 1, Trades Specialist (Sign Fabrication).

Open-competitive: four years of experience in building maintenance, mechanical maintenance, or construction of which one year must have been in the administration of

the program. An associates degree including 18 semester credit hours in science or applied science in civil, electrical, mechanical, forest, or construction technology may substitute for one year of the required specialized experience.

### *Conservation Operations Supervisor 3*

Promotion: one year of service as a Conservation Operations Supervisor 2, Maintenance Supervisor 3 (Motor Equipment), Environmental Engineering Technician 3, Laboratory Equipment Designer (Electronics), Senior Laboratory Equipment Designer (Electronics).

Open-competitive: five years of experience in building maintenance, mechanical maintenance, or construction of which two years of which must have been in the management of the program. An associates degree including 18 semester credit hours in science or applied science in civil, electrical, mechanical, forest, or construction technology may substitute for one year of the required specialized experience.

### *Conservation Operations Supervisor 4*

Promotion: one year of service as a Conservation Operations Supervisor 3.

**NOTE:** Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination

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