



OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

JOB DESCRIPTION

Job Title: Boating Access / Shooting Range Coordinator	Grade: 16
Division: Administration	Job Code:
Reports To: Federal Aid Coordinator	FLSA Status: Exempt

SUMMARY OF ESSENTIAL JOB DUTIES

Under the direct supervision of the Federal Aid Coordinator, work closely with Department staff to coordinate federal grants related to boating access, fishing access, and shooting range construction or renovation projects. Responsible for developing and maintaining program guidance to assist both internal and external cooperators with identifying and prioritizing boating access and shooting range projects. Meet with internal and external cooperators to provide guidance during design as well as oversight during key stages of construction. Review engineering plans and specifications. Serve as lead contact for administration of associated boating access and shooting range grants. Support agency audits as needed. Assist supervisor with other administrative duties as assigned.

JOB DUTIES

Serve as the Department's coordinator for boating access, fishing access and shooting range construction or renovation projects. Requires knowledge regarding design of boat ramps, fishing or boating docks, shooting ranges for archery, shotgun, rifle, pistol, and associated facilities/amenities.

Work with Department staff to develop a planning process in order to identify and prioritize projects within Department budget and available federal funds.

Develop and administer a process for evaluating project proposals, which includes development and maintenance of a resources page and online application process on the Department's website. May include the promulgation of rules.

Understand and interpret federal regulations and guidance materials. Develop guidance materials and assist with training of field personnel.

Serve as the grant project leader for fishing access, boating access and shooting range grants: prepare project statements, budgets and compile compliance; perform risk assessments for sub-recipient projects; administer procurement documents (purchase orders, invoices, boat dock contract, etc.); prepare performance reports, etc.

In coordination with other Department staff, work with grant sub-recipients (cities, counties, universities, other state or federal agencies and/or private entities) to: design project, complete cooperative agreement and/or memorandum of agreement, ensure sub-recipient understands the conditions for accepting federal funds (e.g., requirement to operate and maintain the site for the useful life of the project) and has adequate systems to track and document expenditures, monitor key phases of construction, and final inspection of project.

For Department-managed areas / facilities, work with Department staff to coordinate project management, including: follow State procurement procedures to contract engineer; work with engineer to develop site plan and complete environmental compliance as needed; coordinate bidding and selection of construction firm; monitor construction, complete final inspection, etc.

Understand standards for federally-funded construction projects under the Americans with Disabilities Act, review project designs to ensure standards are addressed accordingly.

Assist Department staff and/or sub-recipients with compilation of project-related environmental compliance as needed, including Clean Water Act 404 permit, National Historic Preservation Act Section 106, Endangered Species Act, the National Environmental Policy Act, dam safety regulations, etc.

Coordinate with Department field staff to ensure monitoring of completed projects continues for the useful life of the project, and to resolve any maintenance issues which may arise.

Maintain project-related records and grant files.

Travel out of state and attend training and/or conferences for grants management, fishing/boating access, and shooting ranges as needed.

Serve as the Department's representative to the State's Organization for Boating Access; attend annual meetings.

Work with Information & Education Division to communicate program benefits and availability of facilities and/or funding to the public, to recruit, retain and reactivate anglers, boaters, hunters and shooters.

Other duties as assigned.

Must have the ability to

- Operate boats, motor vehicles, lawn mowers, tractors, and ATVs with various attachments.
- Operate and use firearms.
- Interpret engineering plans and specifications.
- Lift and carry standard office equipment up to twenty-five pounds.
- Work extended hours, weekends, and stay overnight out of town.
- Handle wild animals in live and dead condition, including field dressing wild game.
- Establish and maintain effective working relationships, work independently, and be professional and courteous with the public and other agencies.
- Communicate clearly and effectively in public speaking situations and be able to express oneself clearly and concisely in writing.
- Operate and use small and hand held equipment and supplies.
- Use personal computer, software, and various office equipment.

REQUIREMENTS

Education:

Minimum bachelor's degree from an accredited university. Construction science, engineering technology or civil engineering preferred.

Experience:

Requires six years directly related experience in project management, construction management, or construction. Grant management experience is preferred.

Knowledge and Skills:

Training or experience in reviewing/critiquing engineering plans and specifications, including surveys, grades and drainage, is preferred. Experience with construction projects (boat ramps, restrooms, parking lots, etc.) is preferred. Must be skilled in interpersonal relations and maintain good working relationships with fellow employees and the public.