

**PARK SUPERINTENDENT 3
(STATE PARKS, FORESTS AND WILDLIFE MANAGEMENT AREAS)**

Nature of Work

A employee in this class is responsible for the management, operation, maintenance, and protection of a state-owned park area providing services and facilities to the public which may emphasize recreation; camping; lodging; dining; natural, historic, or scenic resource preservation or assisting in the management of more complex operations.

May have "off-facility" responsibilities or special assignments that takes the employee from their principal area of assignment including technical research projects, special events, supervision of satellite areas located within the region of the principal area of assignment, statewide temporary managerial assignments, fire-fighting, and law enforcement duties. Employee is guided by statements of policy and outlined assignments from supervisory personnel but is required to exercise considerable discretionary judgement and initiative in planning and directing facility programs in the areas of building maintenance, equipment maintenance, grounds maintenance, housekeeping, sanitation, public relations, law enforcement, personnel management and training, programmed visitor activity programming, historical and nature interpretation, conservation, preservation, public work programs, federal and state regulatory compliance, accounting, recordkeeping, revenue production, budget preparation and control, concession contract administration, public safety, and all related endeavors. Performs related work as required.

Distinguishing Characteristics

This class level is distinguished from surrounding levels by the following: manages small lodge parks or complex year-round vacation areas. May serve as Assistant Superintendent to areas with managers higher in the Superintendent series. Law enforcement demands, regular "off-facility" responsibilities, attendance levels, revenue levels, contractual oversight and other factors may be a distinguishing factor.

Examples of Work

- Devises new operational methods and techniques.
- Prepares and/or approves work reports, purchasing documents, payrolls, revenue reports, expenditure reports, inventories, etc.
- Law enforcement through patrol, warnings, citations, and arrests.
- Develops and performs employee training and familiarization programs.
- Plans, oversees, and/or performs maintenance if necessary due to staff limitations. Makes recommendations and initiates repairs, maintenance, and/or renovations of structures, grounds, facilities, trails, fences, roads, and other

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Examples of Work - cont'd.

physical features of area.
 Inspects completed work in all areas of operation.
 Performs inspections of leased, concessionaire operated facilities and initiates corrective action if necessary to ensure contract compliance.
 Handles and resolves both written and verbal guest complaints.

Knowledge, Skills and Abilities

Knowledge of business management practices.
 Knowledge of personnel management practices.
 Knowledge of general managerial, operational, and technical procedures/methods.
 Knowledge of law enforcement practices, techniques, equipment, and policies.
 Ability to train and manage a varied staff.
 Ability to develop good working relationships with supervisors, employees, and the general public.
 Ability to plan, assign and supervise work of employees.
 Ability to issue oral and written instructions in a clear, concise manner.
 Ability to prepare comprehensive work plans, records, and reports.
 Ability to make sound decisions.
 Ability to effectively deal with personnel matters.

Minimum Qualifications

TRAINING: Graduation from an accredited four-year college or university with a major or minor in botany, zoology, geology, natural history, recreation, park/resort management, forestry, conservation, business administration, public administration, travel management, or related natural science or managerial field.

EXPERIENCE: Four years of full-time or equivalent part-time paid experience directly related to the area of assignment, two years of which must have been in responsible administrative or supervisory capacity.

SPECIAL REQUIREMENT: Must be licensed or eligible to operate a motor vehicle in West Virginia. Must be physically fit to discharge duties including law enforcement. Must be able to successfully complete required special conservation officer training and pistol qualification requirements as established by Law Enforcement Section, Division of Natural Resources.

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MINIMUM QUALIFICATIONS - cont'd

PROMOTIONAL PURPOSES ONLY: Graduation from a standard four-year high school or equivalent and full-time or equivalent part-time paid experience directly related to the area of assignment may be substituted for the required college training on a year-for-year basis.

Established: 9/16/93
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