

PARK SUPERINTENDENT 5
(STATE PARKS, FORESTS AND WILDLIFE MANAGEMENT AREAS)

Nature of Work

An employee in this class is responsible for the management, operation, maintenance, and protection of a state-owned, non-concessioned, very complex, extensively developed, large resort state park providing services and facilities to the public which emphasize a full range of recreational facilities and services including but not limited to: camping; lodging; cabins; dining; golf and natural, historic, or scenic resource preservation. May have "off-facility" responsibilities or special assignments that take them 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. Direction is provided by statements of policy and outlined assignments from supervisory personnel but is required to exercise an extraordinary level of discretionary judgement and initiative in planning and directing facility programs in the area of building maintenance, equipment maintenance, grounds maintenance, housekeeping, sanitation, public relations, law enforcement, personnel management and training, 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. Performs related work as required.

Distinguishing Characteristics

This class level is distinguished from surrounding levels by the following: manages very complex, extensive, non-concessioned resort park operations which include lodge(s), cottages, golf courses and a full range of recreational facility development and services. 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 and management of park-wide security and enforcement programs.
- Prepares occupancy, revenue, cost center accounting, and special managerial reports.
- Develops and performs employee training and familiarization programs.
- Reviews and generally oversees park maintenance programs.

PARK SUPERINTENDENT 5 - cont'd.
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Examples of Work - cont'd.

Makes recommendations and initiates repairs, maintenance and/or renovations of structures, grounds, facilities, trails, fences, roads, and other 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 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: Five years of full-time or equivalent part-time paid experience in the area of assignment, four 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.

PARK SUPERINTENDENT 5 - cont'd.
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Minimum Qualifications - cont'd.

PROMOTIONAL PURPOSES ONLY Graduation from a standard four-year high school or the 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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