

**CLASS TITLE: ASSISTANT REGIONAL PARK MANAGER  
(DIVISION OF PARKS & RECREATIONS)**

**Class Code: 02551300**

**Pay Grade: 25A**

**EO Code: E**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To assist a Regional Park Manager in the supervision of the administration, operation and maintenance of state parks, roadside rest areas, bike paths, docking facilities, historical sites, public bathing areas and other recreational facilities within a regional park area; to assist in a recreational facilities development program; and to related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of the Regional Park Manager from whom general and specific work assignments are received; work is reviewed in process and upon completion for results obtained and conformance with directives and divisional policies, objectives, rules, regulations and restrictions.

**SUPERVISION EXERCISED:** Assists in the supervision and review of work performed by subordinate divisional staff engaged in the administration, operation and maintenance of divisional recreational facilities within the assigned regional park area.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

In an assigned regional park area of the state, to assist a Regional Park Manager in the supervision and review of work performed by subordinate divisional staff engaged in:

Performing duties involved in the operation of sport fishing, golfing, skiing, swimming, boating, picnicking and other recreational activities of a nature suitable for a public park; performing such duties as issuing permits and checking authorization of issued permits for the use of park facilities; and selling tickets and collecting fees;

Performing maintenance activities such as: cleaning and repairing buildings; underground utilities electric lines, water lines, and sewer lines; maintaining playgrounds, campgrounds, golf courses, beaches, roads and trails; repairing fences or wall; cutting grass and removing weeds; containment of brush fires, trimming trees and shrubbery; repairing tables, benches and fireplaces; repair and maintenance of small engine equipment, trucks and heavy equipment; and maintaining accessible sanitary facilities; and

Performing law enforcement duties for the safety and protection of park visitors; and performing inspection duties to assure that all physical facilities and equipment are in good condition at all times.

Under direction of a Regional Park Manager, to be responsible for the recreational facilities within a regional park area and to assist in a recreational facilities program - to be responsible for the maintenance of all buildings, sanitary facilities, drinking water supplies and other recreational facilities within the region.

To supervise the application of pesticides used in the maintenance and propagation of golfcourses greens, trees, shrubbery and ornamental plantings.

To insure that all applicable safety regulations are adhered to.

To determine that proper equipment is employed and maintained at all times; and to participate in the overall coordination and use of such equipment within the regional park area.

To assist a Regional Park Manager by coordinating in-service training and safety programs for regional park personnel.

To prepare monthly and any other reports that may be required.

As requested, to represent the Division with citizens and governmental organizations within the regional park area.

To gather pertinent data and information for the preparation of required reports by a Regional Park Manager.

To do related work as required.

### **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPABILITIES:** A thorough knowledge of the methods and practices used in the restoration, development, operation, maintenance and development of physical and recreational park and campground facilities and the ability to apply such knowledge in assisting a superior in coordinating, supervising and reviewing the work activities of regional park personnel engaged in carrying out such a recreational park program – including knowledge of Coastal Zone Management, Dune Restoration and Maintenance, Barrier Beach Ecology, RI Coastal Zone Management Regulations, Coastal Resource Management Council Regulations, RI Department of Health Regulations governing the operation and maintenance of recreational facilities, State Water Safety Laws, Beach Regulations, and Lifeguard Certification Requirements; the ability to assist in a recreational facilities development program; the ability to assist a superior in coordinating in-service training and safety programs for regional park personnel; the ability to assist in safety regulation enforcement as well as the effective and proper use of recreational equipment related thereto; the ability to assist in evaluating recreational facilities and submit recommendations for their improvement and/or expansion; the ability to collect pertinent data and information for the preparation of reports by superior(s); the ability to utilize and operate computer systems specifically designed for park management use; the ability to establish and maintain good relations with the public; and related capacities and abilities.

### **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing with an Associate's Degree; and

Experience: Such as may have been gained through: employment as a Park Manager; or, employment in a responsible position involving the supervision, operation and maintenance of the physical and recreational facilities of a park or outside recreational program.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

**SPECIAL REQUIREMENT:** At the time of appointment must possess a Pesticide Applicator's License and valid Rhode Island Driver's License, and must maintain such licenses as a condition of employment.

Class Revised: February 1, 1998

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