

CLASS TITLE:

**PARK MANAGER
(DIVISION OF PARKS & RECREATION)**

Class Code: 02551200

Pay Grade: 20A

EO Code: G

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the supervision, operation and maintenance, of a major state park or group of smaller state parks or a group of roadside rest areas, bike paths, docking facilities, historical sites, public bathing areas and other recreational facilities; to supervise a staff operating and maintaining the physical and recreational facilities of such areas; to participate in a recreational facilities development program; and to related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom general and specific work assignments and instructions are received; work is reviewed for results obtained and conformance with directives and divisional policies, objectives, rules, regulations and restrictions.

SUPERVISION EXERCISED: Plans, organizes, coordinates, and supervises the work of park personnel.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the supervision, operation and maintenance of a major state park or group of smaller state parks or group of roadside rest areas, bike paths, docking facilities, historical sites, public bathing areas and other recreational facilities.

To be responsible for the supervision of the work of park personnel engaged in:

performing duties involved in the operation of sporting, 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 line; maintaining playgrounds, campgrounds, golfcourses, beaches, roads, trails; repairing fences or walls; 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;

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.

To evaluate and be responsible for the maintenance of all physical and recreational facilities and activities and to make recommendations for their improvement.

To oversee 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 time.

To be responsible for requisitioning supplies and equipment, collecting and accounting for fees, and the preparation of required reports.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPABILITIES: A working knowledge of the methods and practices used in the restoration development, operation, maintenance and development of physical and recreational park and campground facilities; the ability to supervise and review the work of a staff engaged in performing duties related to such functions; the ability to evaluate current facilities and to make recommendations for their improvement or expansion; a working knowledge of Coastal Zone Management, RI Department of Health Regulations governing the operation and maintenance of recreational facilities, State Water Laws, Beach Regulations, and Lifeguard Certification Requirements; the ability to assist in a recreational facilities development program; the ability to assist in safety regulation enforcement as well as the effective and proper use of recreational equipment related thereto; the ability to collect pertinent data and information for preparation of reports by superior (s); the ability to utilize and operate computer systems specifically designed for park management use; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a high school; and

Experience: Such as may have been gained through: employment in a responsible position involving the operation and maintenance of physical and recreational facilities of a public park, including supervision of the work of others engaged in such work.

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 a valid Rhode Island Driver's License, and must maintain such licenses as a condition of employment.

Class Revised: 2/1/98

Editorial Review: 3/15/2003