

CLASS TITLE:

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

Class Code: 02551400

Pay Grade: 29A

EO Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for 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 participate in recreational facilities development programs; to supervise the administrative activities of the area; and to related work as required.

SUPERVISION RECEIVED: Works under the general supervision of the Superintendent of State Parks with latitude for the exercise of independent judgement; work is reviewed for conformance to State and divisional policies, rules, regulations and restrictions.

SUPERVISION EXERCISED: Plans, supervise and reviews the work of Assistant Regional Park Managers, Park Managers, Park Caretaker-Supervisors, Senior Gardeners and other subordinates (including seasonal employees) engaged in the administration, operation and maintenance of multiple divisional facilities within the regional park area.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

In an assigned regional park area of the state, to be responsible for the supervision of a staff of Assistant Regional Park Managers, Park Managers, Park Caretaker-Supervisors, Sr. gardeners and other subordinates (including seasonal employees) engaged in:

performing duties involved in the operation of sporting, fishing, camping, golfing, skiing, swimming, boating, picnicking, and other recreational activities of a nature suitable for a public park, campground and/or beach; 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, golfcourses, beaches, roads, trails; repairing fences or walls; cutting weeds and grass; 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 clean and 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 coordinate the work of personnel and use of equipment in carrying out the above program.

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

To be responsible for the maintenance of all buildings, sanitary facilities, drinking water supplies and other recreational facilities within the region.

To monitor the operation of food concessions contracted within state facilities.

To evaluate current physical and recreational facilities and activities and to make recommendations for their improvement.

To ensure that safety regulations are adhered to and that proper safety equipment is employed.

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

To supervise the administrative activities of the region including contract administration, purchase requisitions, inventories, revenue deposits and personnel activity reports.

To assist in the preparation of capital development projects.

To conduct in-service training and safety programs for region personnel, to enforce administrative directives, and personnel rules and regulations.

To represent and/or provide liaison for the Division with citizens and governmental organizations on a public relations basis within the region.

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 and maintenance of physical and recreational park and campground facilities; the ability to supervise, organize and review the work of a staff engaged in performing duties related to such functions; the ability to maintain records and prepare reports; 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; the ability to evaluate facilities and to make recommendations for their improvement; knowledge of Coastal Zone Management, i.e. Dune Restoration and Maintenance and Barrier Beach Ecology, RI Coastal Zone Management Regulations, regulations of the Coastal Resource Management Council, RI Department of Health regulations governing the operation and maintenance of recreational facilities, State Water Safety Laws, Beach Regulations, and Lifeguard Certification Requirements; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing; and

Experience: Such as may have been gained through: employment in a responsible supervisory position in the administration, operation and maintenance of the physical and recreational facilities of a public park or outdoor recreational program.

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

SPECIAL REQUIREMENTS: Condition for appointment: must possess a Commercial Pesticide Applicator's License, and maintain such license as a condition of employment.

Class Revised: August 25, 1991

Editorial Review: 3/15/2003