

**CLASS TITLE: REGIONAL PARK MANAGER II (DIVISION OF PARKS AND RECREATION)**

Class Code: 02551401

Pay Grade: 33A

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, docking facilities, historical sites, major salt water public bathing areas, 24/7 campgrounds containing 75 or more campsites 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 do 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, supervises and reviews the work of Assistant Regional Park Managers, Park Managers, Park Caretaker-Supervisors, Senior Gardeners, Senior Maintenance Technicians and other subordinates engaged in the administration, operation and maintenance of multiple divisional facilities within the regional park area.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the supervision of the administration, operation and maintenance of state parks, roadside rest areas, docking facilities, historical sites, major salt water public bathing areas, 24/7 campgrounds containing 75 or more campsites and other recreational facilities within a regional park area.

To participate in recreational facilities development programs.

To oversee the operation of, fishing, camping, swimming, boating, picnicking, and other recreational activities in the aforementioned areas and locations.

To issue and assign reservations through a computerized reservation system, and to check authorizations of issued reservations for the use of campgrounds and park facilities;

To oversee and participate in the collection of fees for camping and beach parking.

To perform maintenance activities such as cleaning and repairing buildings, underground utilities, electric lines, water lines, and sewer lines, maintaining playgrounds, campgrounds, beaches, roads, and trails, including repairing fences or walls.

To cut weeds and grass, contain brush fires, trim trees and shrubbery.

To repair tables, benches and fireplaces.

To repair and maintain small engines, equipment, trucks and heavy equipment.

To maintain clean and accessible sanitary facilities.

To enforce rules and regulations for the safety and protection of park visitors.

To perform inspection duties to ensure that all physical facilities and equipment are in good condition at all times.

To administer, manage and supervise contracted services related to beaches and surrounding areas which involve the cleaning and maintenance of buildings, grounds and landscaping, food and sundry concessions, beach parking lot fee collection, parking administration, the online reservation contract for camping reservations, the campground and camp store management concession.

To coordinate the work of personnel and equipment needed in carrying out the above programs.

To coordinate and supervise the work of personnel in the maintenance and care of coastal zones, Dune Restoration and Barrier Beach Ecology while adhering to RI Coastal Zone Management Regulations of the Coastal Resource Management Council.

To supervise the application of pesticides used in the maintenance and propagation of golf course 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 coordinate and supervise the work of personnel in the maintenance and care of a public drinking water system, while adhering to RI Department of Health rules and regulations pertaining to public drinking water, wells and sanitation systems.

To supervise the work of personnel in the maintenance and care of sewer pump stations located in major campground facilities.

To monitor the operation of contracted vendors doing business 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 required reports.

To supervise the administrative activities of the region including contract administration, purchasing 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, and to enforce administrative directives, personnel rules and regulations.

To represent the Division and provide a public relations liaison function with citizens and governmental organizations 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; a thorough knowledge of Coastal Zone Management, i.e. Dune Restoration and Maintenance and Barrier Beach Ecology and RI Coastal Zone Management Regulations; a thorough knowledge regulations of the Coastal Resource Management Council Regulations; a thorough knowledge of State Water Safety Laws, Beach Regulations, and Lifeguard Certification Requirements; a working knowledge of Rhode Island Department of Health regulations governing the operation and maintenance of recreational 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; 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 REQUIREMENT:** At the time of appointment, must be physically qualified to perform assigned duties as evidenced by a physician's certificate.

Class Created: September 3, 2017