

**CLASS TITLE: SUPERINTENDENT OF PROPERTY  
CONTROL AND SUPPLY**

**Class Code: 02439300**

**Pay Grade: 23A**

**EO: C**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for the requisitioning, storing, disbursing and inventorying of all tools, equipment, supplies and materials in and for the various parks, beaches and other recreational facilities within the Division of Parks and Recreation; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the direction of the Chief and Deputy Chief, Division of Parks and Recreation; assignments result from flow of work; work is checked upon completion for results obtained.

**SUPERVISION EXERCISED:** Has immediate charge of the work of subordinates engaged in receiving, storing and disbursing supplies and equipment to and for the various recreation areas in the state.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the requisitioning, storing, disbursing and inventorying of all tools, equipment, supplies and materials in and for the various parks, beaches and other recreational facilities within the Division of Parks and Recreation.

To determine needs of the Division on certain supply items and submit the estimate to the Chief of the Division so that blanket contracts may be issued for such items.

To prepare specifications for purchase of materials and equipment.

To supervise and participate in the work of checking incoming materials and supplies against invoices, dray tickets, bills of lading and orders; and weighing, counting, assembling and issuing requested supplies and materials.

To maintain records of all goods on requisition; and to keep a complete inventory of all supplies and equipment on hand and at the various recreation areas.

To keep performance and durability records of all supplies and equipment for use in recording or changing brands and/or trade names.

To consult with park and beach managers, etc., regarding needs and best means of filling these needs.

To prepare detailed reports of activities of the Property Control and Supply Unit.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the accepted methods of requisitioning, receiving, storing, disbursing and accounting for equipment, materials and supplies; the ability to keep records and handle routine office matters; the ability to prepare detailed reports; the ability to prepare specifications for materials and equipment; the ability to supervise and assist in the work of receiving, storing, disbursing and accounting for equipment, materials and supplies; 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 supervisory position involving the requisitioning, storing, disbursing and inventorying of supplies and equipment.

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

Class Created: December 31, 1963

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