

**CLASS TITLE: SUPERINTENDENT OF STATE PARKS
(DEM)**

**Class Code: 02551600
Pay Grade: 34A
EO Code: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the supervision of the construction, maintenance, landscaping, beautification work in the state parks and to supervise the construction and maintenance of recreational facilities in these parks; to supervise and review the work of others engaged in systems design, programming and computer and telecommunications maintenance activities; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of the Chief of the Division of Parks and Recreation from whom assignments are received in outline form with a statement of objectives desired; work is reviewed usually upon completion for technical adequacy and adherence to desired objectives.

SUPERVISION EXERCISED: Plans, coordinates, supervises and reviews the work of Regional Park Managers, Park Managers, Park Caretaker-Supervisors, Construction Crew and other subordinates engaged in park maintenance, development and operation and related activities.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, coordinate, supervise and review the work of Regional Park Managers, Park Managers, Park Caretaker-Supervisors and other subordinates engaged in:

Performing maintenance activities, such as cleaning and repairing buildings, maintaining playgrounds, beaches, roads and trails; repairing fences or wall; cutting weeds and grass; trimming trees and shrubbery; repairing tables, benches and fireplaces; and maintaining clean and accessible sanitary facilities; construction, altering and repairing small park buildings and sheds, sled sliders, skating ponds, parking areas, guard and bump railings, recreational and sports areas, guard and bumper railings, recreational and sports areas, water and toilet and drainage systems and other structures or facilities for the State Park and Recreational Systems; land clearing and landscaping in the various state parks, roadside picnic or parking areas and historic sites; performing duties involved in the construction and maintenance of sporting, fishing, golfing, skiing, swimming, boating, picnicking and other recreational facilities.

To confer with local, state and federal officials on the operation of state parks.

To evaluate recommendations made by Regional Park Managers, Park Managers or others for the improvement of the state park system and to make recommendations thereon to the Chief of the Division.

To make recommendations for the development of land and water oriented recreational activities, military pageantry demonstrations, interpretive programs and activities of interest to tourists such as museum development and artifact displays, visual and performing arts and related interests.

To maintain an inventory of all state park property with buildings and improvements located thereon on an annual basis and to keep all records with photographs pertaining thereto.

To assist in the preparation of budget for equipment, tools, materials and supplies relating to the efficient operation of state parks.

To plan, organize, coordinate and supervise a technical staff in the procurement, development and maintenance of the Division's computer generated entrance system, web site, e-mail, data management and telecommunications systems.

To utilize electronic equipment, computer software, automated databases and related technology and equipment in the performance of tasks.

To provide program direction, advice, assistance, overview and consultation on all specialized computer programming and technical projects.

To assist in providing technical support services to a variety of system operation activities including programming, system analysis and other related operations within the designated environment.

To ensure data processing systems are designed to meet the requirements of the program and to ensure the proper development and maintenance.

To make determinations on priority and technical policy issues.

To serve as project coordinator on special Division educational, promotional and environmental projects that are developed by program staff.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS, AND CAPACITIES: A thorough knowledge of the methods, practices and procedures of park or estate maintenance; a working knowledge of landscaping, beautification and construction work; a working knowledge of gardening and of the care of trees, shrubs, lawn and golf course grasses; a working knowledge of fertilizer mixtures and soil preparation; ability to plan, organize, coordinate and supervise the work of subordinates engaged in the development and maintenance of a state park/recreational system; the ability to maintain ball fields, tennis courts, golf courses and other recreational facilities; a thorough knowledge of the principles, practices, methods and techniques of hardware and software management in the area of specialization and of operational and system capabilities and intricacies; a thorough knowledge of the methods and procedures of system installation, modification, performance, operational and capacity management in the designated mini-computer, network and/or telecommunications hardware and software environments; a working knowledge of the personal computer and related peripheral equipment; the ability to provide technical support in designated areas of computer systems, network and programs and equipment to identify and isolate hardware and software problems; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing including or supplemented by successful completion of courses in Computer Science; and

Experience: Such as may have been gained through: employment in a responsible position supervising the work of a large staff engaged in park or large estate maintenance, landscaping and beautification and providing recreational activities and involving related computer system design, system analysis or system programming.

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

Special Requirements: At the time of appointment, must possess a Commercial Pesticide Applicator's License and maintain such license as a condition of employment.

Class Created: December 2, 1979

Class Revised: October 31, 2004