

**WEST VIRGINIA**

Division of Personnel
1900 Kanawha Blvd. East, Building 3 Suite 500
Charleston, WV 25305

<http://www.personnel.wv.gov>

**invites applications for the position of:
Park Superintendent 3-DNR/Kumbrabow State Forest-Randolph Co.**

An Equal Opportunity Employer

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|------------------------|---|
| SALARY: | \$2,890.67 - \$5,347.67 Monthly \$34,688.00 - \$64,172.00 Annually |
| DEPARTMENT: | Natural Resources 0310-0310 |
| OPENING DATE: | 02/25/21 |
| CLOSING DATE: | 03/12/21 11:59 PM |
| NATURE OF WORK: | |



Department of Commerce/Division of Natural Resources (DNR)/Division of Parks & Recreation/Kumbrabow State Forest/Randolph Co.-The employee in this position serves as the Superintendent and is responsible for the management, operation, maintenance, and protection of a State-operated facility providing recreational services for the public at Kumbrabow State Forest. Current facilities on the 9,431 acres of Kumbrabow State Forest include 6 rustic pioneer cabins; a 13 site rustic campground; forest headquarters; shower house and laundry facilities; picnic area with rentable shelters; playground; and hiking trails. Employee will serve as a liaison with the WV Division of Forestry. Employee must have certification of, or attend training and become a certified operator to perform work related to the operation of the water and wastewater treatment systems. Employee is guided by statements of policy and outlined assignments to help ensure businesslike, efficient, and responsible management. Employee is required to exercise considerable discretionary judgement and initiative in planning, direction, and participating in facility programs in the areas of building maintenance; equipment maintenance; grounds maintenance; housekeeping; sanitation; public relations; law enforcement; personnel management and training; resource management; conservation; preservation; public work programs; Federal and State regulatory compliance; accounting; record keeping; revenue production; budget preparation and control; concession contract administration; public safety; and all related matters. Must be knowledgeable in computer use, particularly Word, Excel, PowerPoint, KRONOS, wvOASIS, and email programs. Employee must have the ability to handle and resolve both written and verbal guest complaints in a manner reflecting a positive image for the park. Must have ability to use oral and written instructions in a clear and concise manner and to effectively prepare written reports and correspondence. Employee will assist training and management of all personnel. Because of small staff, employee must be capable of performing and inspecting completed work in all areas of operation.

Employee will learn State Purchasing procedures and obtain a State Purchasing Card to facilitate operation of the Forest. Employee must be able to successfully complete required Special Natural Resources Police Officer (SNRPO) training and pistol qualification requirements as established by DNR Law Enforcement Section. SNRPO trainees will be required to pass a one-time background investigation, pre-employment polygraph examination, psychiatric evaluation, and physical examination. Employee may be assigned or directed to accept "off facility" responsibilities or special assignments that will take them away from their principal area of assignment including technical research projects, special events, supervision of satellite areas located within the region of the forest, Statewide temporary managerial assignments, fire-fighting, and law enforcement duties. Must be licensed or eligible to operate a motor vehicle in WV. Employee is required to live on-site in Superintendent Residence provided. Will be required to wear assigned uniforms and abide by uniform policy. Regular attendance is required. Must perform other duties as assigned.

Click The APPLY Link To Apply Online. Do not use a paper application unless you cannot apply online. If you must use a paper application due to disability or other valid reason, please call our office 304-558-3950 (8:30 AM - 4:30 PM) for special instructions.

IMPORTANT: Your eligible score will be based on information provided in your application; therefore, make sure your application is detailed and complete. You may attach a resume and other documents; however, you should NEVER enter "See Resume" on the application. You MUST complete ALL parts of the application, including the Work Experience section.

ATTENTION: Applicant MUST VERIFY POST-HIGH SCHOOL EDUCATION (DIPLOMAS, DEGREES, etc.), TRAINING, or LICENSURE EARNED pertaining to this position BY THE CLOSING DATE OF THE POSTING, if not previously verified. It may ONLY be in the form of a copy of an OFFICIAL transcript or diploma. If you are claiming Veteran's preference, please submit "MEMBER 4" form and/or your VA Letter. **DOCUMENTATION WILL NOT BE ACCEPTED AFTER THE CLOSING DATE and you will not be considered for this vacancy.** Please attach documents to the online application before submitting it. Or, you may email it to: applicantsservices@wv.gov or by FAX to 304-957-0396, or by mail to: WV Division of Personnel, 1900 Kanawha Blvd. E., Building 3, Suite 500, Charleston, WV 25305.

This announcement is for one or more specific vacancies and only applies to the location(s) indicated. Your application will remain active for this job for 180 days or until the job is filled. Application for this job does not automatically qualify you for other positions. Be sure to submit your application for each position of interest. To receive an email notice anytime jobs in this or other categories are posted, you may choose to complete a [Job Interest Card](#) from the slide-out menu located at the top left of our *Job Opportunities* page.

As a condition of employment, an inquiry into job-related information will be completed which may include, but not limited to, criminal records, abuse registry records, driving records, employment history, and education and training. Failing to cooperate with this process, providing false or incomplete information, and/or discovery of disqualifying information may result in denial of or dismissal from employment or denial of transfer irrespective of when discovered.

EXAMPLES OF WORK:

MINIMUM QUALIFICATIONS:

Training: Graduation from a regionally accredited college or university.

AND

Experience: Three (3) years of full-time or equivalent part-time paid experience working at a state park, in natural resources related field, in the tourism or travel industry, or in the environmental industry, two (2) years of which must have been in a responsible administrative or supervisory capacity.

AND

Special Requirement: Must have a valid license, and obtain a valid West Virginia driver's license within six (6) months of employment. Must be able to successfully complete required Special Natural Resources Police Officer training and pistol requirements as established by Law Enforcement Section, Division of Natural Resources. Must pass an initial physical examination, psychological evaluation and a polygraph examination designed to determine applicant's fitness for Special Natural Resources Police Officer enforcement duties.

*****DETAILS OF RELATED EXPERIENCE MUST BE SHOWN IN THE WORK EXPERIENCE SECTION OF YOUR ONLINE APPLICATION*****

OTHER INFORMATION:

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.personnel.wv.gov>

Position #8622KSF
PARK SUPERINTENDENT 3-DNR/KUMBRABOW STATE
FOREST-RANDOLPH CO.
AS

1900 Kanawha Blvd. East
Building 3 Suite 500
Charleston, WV 25305
(304) 558-3950

DOP.applicantservices@wv.gov

Park Superintendent 3-DNR/Kumbrabow State Forest-Randolph Co. Supplemental Questionnaire

- * 1. Were all of the jobs listed in your application paid?
 - Yes
 - No
- * 2. If you answered NO to the above question, please list below the names of the employers for which you did not receive compensation. Compensation may not only be salary or wages. It may be room and board, gas mileage, etc. If you answered YES to the above question, please put NONE.

* Required Question