



**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 2 - Bluestone State Park - Summers Co.**

*An Equal Opportunity Employer*

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**SALARY:** \$2,726.83 - \$5,044.58 Monthly  
\$32,722.00 - \$60,535.00 Annually

**DEPARTMENT:** Natural Resources 0310-0310

**OPENING DATE:** 06/12/21

**CLOSING DATE:** 06/27/21 11:59 PM

**NATURE OF WORK:**

**Parks/Bluestone State Park, Summers County** Employee in this position will serve as the Assistant Superintendent of Bluestone State Park. Employee is guided by statements of policy and outlined assignments to help ensure business-like, efficient, and responsible management and is required to exercise considerable discretionary judgment and initiative in planning, directing, 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, accounting, record keeping, revenue productions, budget preparation and control, and all related matters. Must be capable of performing and inspecting completed work in all areas of operation. Employee must handle and resolve both written and verbal guest complaints. Employee must have good public relations abilities in working with Bluestone guests to resolve any problems or difficulties. Must help maintain and promote good relations between the park and the public. In conjunction with the Superintendent, employee will act in a proactive hands-on capacity when needed, make work assignments, and follow up to ensure task completion of subordinates. Employee performs maintenance when necessary due to staffing limitations. Assists with the annual budget requests and ensures that all administrative detail is attended to including the preparation of purchasing documents, required monthly reports, inventories, ledgers, correspondence, etc. Employee must have the ability and personnel skills to work with other agencies and private concessionaires including U.S. Army Corps of Engineers and the operator of the Marina Concession. Employee must assist in training and management of all personnel. Employee must have certification or attend training and become a certified operator to perform work related to water and wastewater treatments. Employee is also required to attend Special Natural Resources Police Officer training and attain certification if not already possessed of the same. Employee will interact with and supervise operation, maintenance, and protection of all the following facilities on 2,154 acres at Bluestone State Park: 26 cabins; 120 campsites located in four different campgrounds; swimming pool; boating and marina at Bluestone Lake activities building; game courts; picnic areas; playgrounds; and hiking trails. Employee may be assigned or directed to accept "off-facility" responsibilities or special assignments that will take the employee away from their principal area of assignment at Bluestone State Park including technical research projects, special events, supervision of other facilities, statewide temporary managerial assignments, forest fire fighting, and law enforcement duties. The agency reserves the right and authority to permanently transfer the employee holding this position to another position of equal classification and pay grade within and throughout the Parks and Recreation Section based on the business needs of the agency. Must have a valid driver's license. On-site housing valued at \$1,000 per month will be provided. Employee will be required to wear provided uniform. Employee performs all related work as required. Regular attendance is required.

**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](mailto: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:** Bachelor's degree from a regionally accredited college or university.

**AND**

**Experience:** Three (3) years of full-time or equivalent part-time paid experience working at a 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 responsible administrative, supervisory or lead worker 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:

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

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

[DOP.applicantservices@wv.gov](mailto:DOP.applicantservices@wv.gov)

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Position #8621SM  
PARK SUPERINTENDENT 2 - BLUESTONE STATE PARK  
- SUMMERS CO.  
AS

### **Park Superintendent 2 - Bluestone State Park - Summers 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

