



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
Preliminary Application Posting
An Equal Opportunity Employer

SALARY: \$2,890.67 - \$5,347.67 Monthly
 \$34,688.00 - \$64,172.00 Annually

DEPARTMENT: Natural Resources 0310-0310 / WV STATE PARKS

OPENING DATE: 06/08/21 *PRELIMINARY Posting*

CLOSING DATE: 06/17/21 11:59 PM *(NOT official Posting)*

NATURE OF WORK:

Parks/Cabwaylingo State Park/Wayne County 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 Cabwaylingo State Forest. Current facilities on the 8,125 acres of Cabwaylingo State Forest: 15 CCC-era rental cabins; 100-person group camp with kitchen facilities and shower house; 2 campgrounds; ORV trail system and trail head with concessions; picnic areas with rentable shelters; playgrounds; hiking trails; and game courts. 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 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; resource management; conservation; preservation; public work programs; federal and state regulatory compliance; accounting; recordkeeping; revenue production; budget preparation and control; concession contract administration; public safety; and all related matters. Must be skilled in computer use, particularly Microsoft and Google products, 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 Cabwaylingo. 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 in 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. Serves as Ranger Style rule/law enforcement officer on the area of assignment through presence and by performing guest education, patrol, issuing warnings, and citations. 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 the employee away from their principal area of assignment at Cabwaylingo State Forest including technical research projects, special events, supervision of satellite areas located within the region of the park, statewide temporary managerial assignments, firefighting, and law enforcement duties. Employee must have certification or attend training and become a certified operator to perform work related to the operation of the water and wastewater treatment systems. Must be licensed or eligible to operate a motor vehicle in WV. Employee is required to reside in provided, on-site Superintendent residence.

Employee will be required to wear assigned Superintendent uniform and follow all uniform standards. 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. Employee will perform all related work as required. Regular attendance is a requirement of this position. WVOasis position #0310PP0272.

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.

Promotional Only: Graduation from a standard high school or the equivalent and full-time or equivalent part-time paid supervisory or administrative experience working at a state park, in natural resources related field, in the tourism or travel industry, or in the environmental industry may be substituted for the required college training on a year-for-year basis.

OTHER INFORMATION: *Send Preliminary Application to : Matt.S.Yeager@wv.gov*

PG: 16 \$34,688 - \$64,172

Market Rate - \$56,451

Probationary period 1 year per SPB 2851 effective 06/27/2019.

PG change per SPB 2851 effective 08/03/2019.

Pay Differentials:

-
- Park Superintendents who serve as Defensive Tactics Training Instructors in the Special Natural Resources Police Officer Program will receive a shift differential of \$100 per month effective February 1, 2014 (SPB 2647).
- Park Superintendents who are not provided an on-park residence will receive a stipend of \$1,000 per month in lieu of housing effective June 1, 2012 (SPB 2601).

Email applications to both dena.k.butler@wv.gov and andrea.l.foutinsley@wv.gov

*Send a Completed Preliminary Application to : MATT YEAGER / ^{email:} Matt.J.Yeager@wv.gov
304-558-7761*



1900 Kanawha Blvd, E ♦ Bldg. 3, Ste. 500, Charleston, WV 25305 ♦ PH: 304-558-3950

JOB CLASSES FOR WHICH YOU ARE APPLYING

Application cannot be processed without at least one job title.

1. Cabwaylingo STATE Forest Superintendent
- 2.
- 3.
- 4.
- 5.

LAST 4-DIGITS OF SOCIAL SECURITY NUMBER

LAST NAME

FIRST NAME

MIDDLE INITIAL

MAILING ADDRESS

CITY, STATE, and ZIP

COUNTY OF RESIDENCE

HOME PHONE

OTHER PHONE

NOTIFICATION PREFERENCE

U.S. Mail Yes No
Email Yes No

MARK ALL EMPLOYMENT TYPES YOU WILL ACCEPT

ANSWER EACH OF THE FOLLOWING

Y

N

- | | | |
|---|--------------------------|---------------------|
| A | <input type="checkbox"/> | Permanent Full-Time |
| B | <input type="checkbox"/> | Permanent Part-Time |

Do you currently have a NEOGOV account?

- | | | |
|---|--------------------------|---|
| C | <input type="checkbox"/> | Temporary Full-Time (1000 hours per 12- month period) |
| D | <input type="checkbox"/> | Temporary Part-Time |

Have you applied to the Division of Personnel using a different full or last name? If yes, enter other name(s).

MARK ALL SHIFTS YOU WILL ACCEPT

- | | | |
|---|--------------------------|----------------|
| A | <input type="checkbox"/> | Day Shift |
| B | <input type="checkbox"/> | Evening Shift |
| C | <input type="checkbox"/> | Night Shift |
| D | <input type="checkbox"/> | Rotating Shift |

Can you legally work in the U.S.? If temporarily, enter expiration date.

_____ Date

DATE AVAILABLE TO BEGIN INTERVIEWING

May we send your name to agencies that are not covered by the Division of Personnel?

Have you been convicted of a felony in the past seven years? Yes No

NOTE: A "yes" answer will not cause your name to be removed from an employment register or bar you from all employment unless the conviction relates to the position for which you are applying.

SELECT THE COUNTIES BELOW IN WHICH YOU WILL DEFINITELY ACCEPT EMPLOYMENT									
<input type="checkbox"/>	01 Barbour	<input type="checkbox"/>	12 Grant	<input type="checkbox"/>	23 Logan	<input type="checkbox"/>	34 Nicholas	<input type="checkbox"/>	45 Summers
<input type="checkbox"/>	02 Berkeley	<input type="checkbox"/>	13 Greenbrier	<input type="checkbox"/>	24 McDowell	<input type="checkbox"/>	35 Ohio	<input type="checkbox"/>	46 Taylor
<input type="checkbox"/>	03 Boone	<input type="checkbox"/>	14 Hampshire	<input type="checkbox"/>	25 Marion	<input type="checkbox"/>	36 Pendleton	<input type="checkbox"/>	47 Tucker
<input type="checkbox"/>	04 Braxton	<input type="checkbox"/>	15 Hancock	<input type="checkbox"/>	26 Marshall	<input type="checkbox"/>	37 Pleasants	<input type="checkbox"/>	48 Tyler
<input type="checkbox"/>	05 Brooke	<input type="checkbox"/>	16 Hardy	<input type="checkbox"/>	27 Mason	<input type="checkbox"/>	38 Pocahontas	<input type="checkbox"/>	49 Upshur
<input type="checkbox"/>	06 Cabell	<input type="checkbox"/>	17 Harrison	<input type="checkbox"/>	28 Mercer	<input type="checkbox"/>	39 Preston	<input checked="" type="checkbox"/>	50 Wayne
<input type="checkbox"/>	07 Calhoun	<input type="checkbox"/>	18 Jackson	<input type="checkbox"/>	29 Mineral	<input type="checkbox"/>	40 Putnam	<input type="checkbox"/>	51 Webster
<input type="checkbox"/>	08 Clay	<input type="checkbox"/>	19 Jefferson	<input type="checkbox"/>	30 Mingo	<input type="checkbox"/>	41 Raleigh	<input type="checkbox"/>	52 Wetzel
<input type="checkbox"/>	09 Doddridge	<input type="checkbox"/>	20 Kanawha	<input type="checkbox"/>	31 Monongalia	<input type="checkbox"/>	42 Randolph	<input type="checkbox"/>	53 Wirt
<input type="checkbox"/>	10 Fayette	<input type="checkbox"/>	21 Lewis	<input type="checkbox"/>	32 Monroe	<input type="checkbox"/>	43 Ritchie	<input type="checkbox"/>	54 Wood
<input type="checkbox"/>	11 Gilmer	<input type="checkbox"/>	22 Lincoln	<input type="checkbox"/>	33 Morgan	<input type="checkbox"/>	44 Roane	<input type="checkbox"/>	55 Wyoming
ALL COUNTIES – Mark this option ONLY if you will accept employment in any county									

THE WEST VIRGINIA DIVISION OF PERSONNEL IS AN EQUAL OPPORTUNITY EMPLOYER
 If you have a disability and reasonable accommodation is needed, call our office at 304-558-3950.

MILITARY SERVICE and VETERANS’ PREFERENCE POINTS: Completion of this section is voluntary; however, you must do so if you are claiming Veterans’ Preference Points. To claim eligibility, you MUST also provide a copy of your DD214 Form.

Five (5) points shall be added to a final passing examination score for any person who meets the eligibility requirements. Five (5) additional points may be awarded if you received a Purple Heart Award or if you have a verified compensable service-connected disability. Please read the Veterans' Preference Eligibility Requirements, as noted in the attached instructions, before completing this section.

Are you claiming an additional five (5) Veterans’ Preference Points based on:

Yes No A Purple Heart Award? (If yes, the award must be stated on the DD214 Form)

Yes No A verified compensable service-connected disability

(If yes, a U.S. Department of Veterans Affairs letter dated within the past six months is required – see instructions.)

Yes No If you are a male, age 18-25, have you registered, as required, with the U.S. Selective Service?
 If not, your application will be returned.

EDUCATION: If you need additional space, provide the information on a separate sheet of paper.

Did you receive a high school diploma or GED equivalent?

High School Diploma GED Equivalent Neither

Mark highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

Additional Education: All academic training other than High School/GED Equivalent may be verified. Verification of academic training can be in the form of an official transcript, copy of diploma or certificate, or written statement from an authorized agency verifying possession of the necessary credentials.

SCHOOL NAME and ADDRESS	FIELD(S) of STUDY		CREDIT HOURS		ATTENDANCE DATES		TYPE OF DEGREE ATTACH TRANSCRIPT
	major	minor	sem.	qtr.	mo./yr.	mo./yr.	
BUSINESS/VOCATIONAL/ TECHNICAL SCHOOL	COURSE(S) of STUDY		NO. WEEKS ATTENDED	HOURS PER DAY	CLOCK HRS. COMPLETED	CERTIFICATE ATTACH COPY	
ADDITIONAL TRAINING (SEMINARS, MILITARY TRAINING, WORKSHOPS, ETC.)	COURSE(S) of STUDY		NO. WEEKS ATTENDED	HOURS PER DAY	CLOCK HRS. COMPLETED	CERTIFICATE ATTACH COPY	
LICENSE(S) (CDL, NURSE, SOCIAL WORK, ETC.)	LICENSE NUMBER(S) - ATTACH COPY		EXP. DATE (MM/YYYY)		TYPE/CLASS (TEMPORARY, CLASS A or B, ETC.)		

AFFIRMATION: I certify under penalty of law and disqualification that all statements are true and complete. I authorize the State of West Virginia and any agent acting on its behalf to conduct an inquiry into any job-related information contained in this application. I release the State of West Virginia and any agent acting on its behalf from any and all liability by reason of the request for such information. I further authorize and request each former employer, educational institution, or organization (including law enforcement agencies) to provide all information that may be sought in connection with this application.

Unsigned applications will not be processed. You will be notified of an incomplete application until signature request notice is returned to our office verifying application is accurate.

SIGNATURE: _____ **DATE:** _____

EMPLOYMENT HISTORY: List all work experience beginning with your present/most recent employer. Changes in title, duties, or employment status with the same employer must be listed as separate jobs. Indicate employment dates and hours worked per week. If more space is needed to describe your duties, continue into the next box, or attach additional pages. **IMPORTANT: Resumés are not accepted.**

EMPLOYER NAME	EMPLOYER ADDRESS	EMPLOYER PHONE	BUSINESS TYPE
SUPERVISOR'S NAME	YOUR JOB TITLE	EMPLOYMENT DATES (month/year)	
		From	To
EMPLOYMENT STATUS	HOURS WORKED		
<input type="checkbox"/> Paid <input type="checkbox"/> Volunteer	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Hours Worked Per Week	
SUPERVISORY EXPERIENCE			
Did you supervise employees daily? <input type="checkbox"/> Yes <input type="checkbox"/> No		Date you began supervising (month/year)	
List title(s) and number(s) of employees you officially supervised, and what supervisory duties you performed.			
DETAILED DESCRIPTION OF YOUR JOB DUTIES			
Reason for leaving?			

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