



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 - DNR - Statewide**

An Equal Opportunity Employer

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

DEPARTMENT: Commerce - Natural Resources

OPENING DATE: 11/21/21

CLOSING DATE: 12/06/21 11:59 PM

NATURE OF WORK:

Parks/Coopers Rock State Forest/Monongalia & Preston Counties Employee in this position under general direction will serve as the Superintendent of Coopers Rock State Forest.

Employee is guided by statements of policy and direction to help ensure businesslike, 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; recordkeeping; revenue production; budget preparation and control; and all related matters. Employee will assist in the responsibilities of safety, cleanliness, security, maintenance, law enforcement, and forest fire suppression within forest boundaries. Employee must be able to handle and resolve both written and verbal guest complaints in a manner reflecting a positive image for Coopers Rock. Must have ability to use oral and written instructions in a clear and concise manner and to effectively prepare written reports and correspondence, using various means of technology including Google docs, sheets, email, etc. Employee will act in a proactive hands-on capacity, make work assignments, and follow up to ensure task completion of subordinates. Employee will perform maintenance on forest facilities as 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 is responsible for the rental of campsites, picnic shelters, and that all funds are deposited into the Coopers Rock bank account. Employee must have the ability and personal skills to work with other agencies with forest management responsibilities including DNR's Wildlife Resources Section and the WV Division of Forestry. Must attend meetings and work with the active Coopers Rock State Forest Foundation Inc. Employee will assist with the supervision, operation, maintenance, and protection of all the following facilities at Coopers Rock State Forest on 12,713 acres; 2 campgrounds; picnic area with rentable picnic shelters; a trading post/snack bar; playgrounds; and overlook; a 6-acre lake; and hiking/cross-country ski trails. Must be licensed to operate a motor vehicle in WV. **Employee must have certification or attend training and become a certified operator to perform work related to water and wastewater treatment.** 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 other facilities, statewide temporary managerial assignments, forest fire fighting, and law enforcement duties. As a Special Natural Resources Police Officer, performs law enforcement activities including, but not limited to, patrolling, investigating violations of law, giving warnings, writing citations, making arrests, and prosecuting cases in court. Employee must be able to successfully complete required Special Natural Resources Police Officer (SNRPO) training and pistol qualifications 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. **As a condition of employment as a Park Superintendent, successful candidate must either reside in park provided housing or if housing is not available on site, must live within a specified distance and receive \$1,000 a month in lieu of housing.** 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 be required to wear assigned Superintendent uniform and follow all uniform standards.** Employee performs related work as assigned. 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 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 an accredited college or university. .

AND

Experience: Two (2) 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, one (1) year of which must have been in responsible administrative, supervisory or lead worker capacity.

AND

Special Requirement: Must have a valid driver's license, and must 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 #8621WV
PARK SUPERINTENDENT 2 - DNR - STATEWIDE
AS

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

DOP.applicantservices@wv.gov

Park Superintendent 2 - DNR - Statewide Supplemental Questionnaire

- * 1. Employee is required to live on-site in the Superintendent residence provided. Are you able to live on-site in the Superintendent residence provided?
☐ Yes ☐ No

- * 2. Must be licensed or eligible to operate a motor vehicle in WV. Are you licensed or eligible to operate a motor vehicle in WV?
☐ Yes ☐ No

- * 3. Were all of the jobs listed in your application paid?
☐ Yes ☐ No

- * 4. 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.

- * 5. **Confirmation.** By submitting my application I confirm and agree that all application statements are correct. I further understand that all my information is subject to verification and any misrepresentation is grounds for permanent disqualification.
☐ I confirm the above statement.
- * Required Question