



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/Hawk's Nest State Park-Fayette Co.**

An Equal Opportunity Employer

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

DEPARTMENT: Commerce - Natural Resources

OPENING DATE: 07/06/22

CLOSING DATE: 07/21/22 11:59 PM

NATURE OF WORK:



Department of Commerce/Division of Natural Resources/Parks/Hawks Nest State Park/Fayette County - Under the direct supervision of the Park Superintendent, this employee assists with the efficient, businesslike management, operation, maintenance, and protection of Hawks Nest State Park. Facilities include 31-room lodge, conference rooms, restaurant, swimming pool, 3 gift shops, nature center, aerial tramway, picnic areas, day use recreation areas, hiking trails, event center, concessionaire operations, oversees natural and historic, or scenic preservation areas. Performs inspections, ensures contract compliance, and coordinates operations of concessionaire operated facilities. Prepares and approves purchasing documents, revenue reports and expenditure reports. Will assist in planning, directing, and performing facility management programs including but not limited to, housekeeping, restaurant, lodge operations, natural and historic preservation, grounds maintenance and building maintenance, sanitation, and equipment maintenance. Will assist in public relations and personnel management. Prepares monthly and daily reports, occupancy, and revenue and cost accounting reports. 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. Supervises emergency situations and operations. Responds to public and guest situations of unplanned and unknown nature. Serves as park training and safety officer. Completes employee performance evaluations. Will handle and resolve written and verbal complaints. May have off-facility responsibilities that take the employee from their principal area of assignment including special events, statewide temporary managerial assignments, firefighting, and law enforcement. Responsible for assuring operation of aerial tramway within operational codes and standards. Supports and works with New River National Park Special Events and Special Projects. Performs related work as required and may also be temporarily placed on special assignments, technical research projects, special events, or

managerial duties throughout the park system as necessary. Employee is required to wear supplied park uniform. 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. Performs related duties 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: 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 and/or supervisory 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 the 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 #8622HKN
PARK SUPERINTENDENT 3-DNR/HAWK'S NEST STATE
PARK-FAYETTE CO.
AS

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

DOP.applicantservices@wv.gov

Park Superintendent 3-DNR/Hawk's Nest State Park-Fayette Co. Supplemental Questionnaire

- * 1. 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. Are you able to reside in park provided housing OR if housing is not available on site to live within a specified distance and receive \$1,000 a month in lieu of housing?
 - Yes
 - No
 - * 2. 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. Do you have a valid driver's license?
 - 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

