

VACANCY ANNOUNCEMENT
EMPLOYMENT OPPORTUNITIES IN NEW YORK STATE
OFFICE OF PARKS, RECREATION AND HISTORIC PRESERVATION ALLEGANY REGION

TITLE/GRADE/SALARY HIRING RATE: Park Supervisor 1 / SG-11 / \$41,953
WORK LOCATION: Midway State Park
NEGOTIATING UNIT: CSEA, NU03 – Operational Services Unit
JURISDICTIONAL CLASS: Competitive, Item #613
TYPE OF APPOINTMENT: Full time, Permanent, 100%
WORK SCHEDULE: **Variable.** Typical shift will be 8:00 a.m. to 4:30 p.m., **but will vary to evening, weekend and holiday hours particularly during the summer season.**

OVERVIEW OF DUTIES AND RESPONSIBILITIES:

Under the direction of the Park Manager 1, the selected candidate will serve as second in command for the facility. The employee will perform as a working supervisor, assisting in coordinating and overseeing operations at the Midway State Park. The Park Supervisor 1 will plan, assign, and assist with the completion of projects, develop and implement programs and services for the public, and perform various health and safety, security, maintenance and operational duties. The employee will directly supervise, train and evaluate seasonal and permanent grounds and cleaning staff to ensure that assigned tasks are completed correctly, safely and in a timely fashion. The Park Supervisor 1 will be responsible for inventory of general supplies ensuring each area is stocked to carry out their duties. Obtain quotes and carry out purchasing following state guidelines under the guidance of the park manager and reconcile accounts in the Statewide Financial System and the BETS system. The selected candidate will also be responsible for certain monthly reports including but not limited to: AED, fire extinguisher, playground inspections, gas usage.

MINIMUM QUALIFICATIONS:

Permanent appointment:

All candidates must be reachable on an appropriate active Civil Service eligible list.

Provisional appointment:

Three years experience in the construction, operation, or maintenance of a park or recreational facility within a park;* one year of this experience must be at a supervisory level;

Or 2. an associate's or higher level degree in construction management, construction technology, environmental education, environmental management, environmental policy, environmental sustainability, forestry, natural resources management, park administration, park management, recreation management or turfgrass management AND one year of supervisory experience in the construction, operation or maintenance of a park or recreational facility within a park.*

Any candidate receiving a provisional appointment must take, pass, and be reachable on the resultant Civil Service eligible list to retain appointment.

OPERATIONAL NEEDS:

- Candidates must possess a valid NYS driver's license as a term and condition of employment.
- Must be able to work a variable schedule including evenings, weekends and holidays particularly during the summer season.
- The selected candidate must be physically able to perform medium to heavy physical labor in a variety of weather conditions and terrain.
- Must have a working knowledge of Microsoft Office and other basic computer skills.
- The selected candidate will be expected to create reports and memos, be able to answer general inquiries from park patrons and/or Park employees, and give presentations.
- Applicants must be able to communicate effectively with other staff and park patrons in a responsible and courteous manner under stressful conditions.
- The selected candidate will receive First Aid/CPR training.
- Must possess Game of Logging 1, 2, and 3 certifications or be able to obtain Game of Logging 1, 2, and 3 certifications within the probationary period as a term and condition of employment.
- Must possess Hazardous Tree Assessment certification or be able to obtain certification within the probationary period.

It is the responsibility of each applicant to accurately describe their experience and demonstrate that they meet the minimum qualifications and agency operating needs.

If you feel you meet the Agency operating needs and are interested in being considered for this vacancy, please submit a resume and Part 1 Pre-Employment Application, found at <http://nysparks.com/employment/park-employment.aspx> via email, employment.allegany@parks.ny.gov, or mail to: Valerie O'Connor, Allegany State Park, 2373 ASP Rt. 1, Ste. 3, Salamanca, NY 14779.

POSTING DATE: December 30, 2021

APPLICATIONS ACCEPTED UNTIL: January 13, 2022 COB

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask or mandate in any form, that an applicant for employment provide their current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@gper.ny.gov.

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