

**DESCRIPTION:** Under general supervision, performs technical work associated with park operations to assist a higher level Superintendent. Functions may include grounds and maintenance, housekeeping, visitor activities, overnight lodging accommodations or campgrounds, specialized recreational activities, group conference planning, or interpretive programming. Assignments provide learning opportunities to gain the knowledge and skills to perform more advanced park management functions. May be assigned seasonal management responsibilities for “satellite/remote or unstaffed” park areas or trails or assist higher level Superintendents within a larger State park or recreation area with a specific operational function; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the entry level classification of the Game and Parks Superintendent class series. Positions in this class may be responsible for the operation of unstaffed parks or recreation areas with less complexity and minimal to no visitor services and accommodations or assist higher level Superintendents within a larger State Park or recreation area. Positions perform more routine technical support work and may be assigned limited administrative tasks through periodic consultation with a supervisor. Positions at this level may perform work through direction of seasonal maintenance and/or support staff.

Positions allocated to the Game and Parks Superintendent II class oversee the maintenance, conservation, and operation of small to medium scale parks or recreation areas with limited visitor services and accommodations through the supervision of permanent and seasonal maintenance and office/clerical staff or serve as Assistant Superintendents in larger parks; this level has greater latitude in performing administrative functions than the Superintendent I. Positions allocated to the Game and Parks Superintendent III oversee and direct the operations of large state parks, historical parks, or recreation areas with multiple, year round services and programming. Positions allocated to the Game and Parks Superintendent IV are responsible for regional planning and coordination of a collection of Nebraska State parks, State recreation areas, State historical parks and State trails.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do these examples include all the duties that may be assigned.)

Oversee the daily operations of satellite/remote or unstaffed park areas or a particular component or operational department of a large scale, multi-service park operation. Functions may include preserving, protecting and maintaining facilities and structures, campgrounds, trails, waterways, grounds/landscape, water recreation amenities, and equipment in a safe and proper operating condition, free from hazards and attractive to visitors.

Performs operating tasks such as data collection and reporting, assisting in budget preparation and monitoring expenditures, purchasing supplies and equipment and supervising a group of technical seasonal staff including hiring, training and assigning work.

Oversee and participate in the maintenance, construction and repair of buildings, machinery, equipment, roads, beaches, boat ramps, utilities, etc. associated with assigned park area or functional component of a larger park; conduct accurate inventory of buildings and equipment.

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Perform park security and enforcement, civil defense and fire/emergency procedures in a manner consistent with training, and communicates concerns to supervisor or agency and local law enforcement officials. Makes regular drive through rounds of park site to monitor for problems/issues and addresses those situations appropriately. Adhere to agency media response protocols.

As assigned, perform accounts payable and receivable duties associated with park operations, and develop cost accounting, expenditure tracking and revenue tracking reports for assigned duties or events/programs and share those with supervisors.

As assigned, serve as agency's point of contact for park improvement projects, performed under contract or with agency work crews, and for other agency departments, State and federal partners, and private sector partners for information exchanges, land management practices and collaborative work projects, and report permitting/survey requirements to supervisor.

Perform park security and enforcement, civil defense and fire/emergency procedures in a manner consistent with training, and communicates concerns to supervisor or agency and local law enforcement officials. Makes regular drive through rounds of park site to monitor for problems/issues and addresses those situations appropriately. Adhere to agency media response protocols.

Conduct routine inspections of park grounds and facilities for maintenance, housekeeping and custodial needs, safety compliance, Americans with Disabilities Act and Nebraska Department of Environmental Quality compliance, hazard tree program, playground safety, etc. and notify supervisor of any concerns.

As assigned, serve as on-site agency representative addressing visitor concerns and issues, partnering with local communities and organizations and leading park volunteer programs. Promotes activities and sites of an assigned recreation area or park through public speaking and general public contact. Speaks before interested groups on the value of wildlife, parks and the programs of the agency.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: the operation and maintenance of park facilities and equipment; procedures and techniques of maintenance and repair of buildings, facilities and equipment; various computer programs that can support assigned duty requirements.

Skill in: communicating with individuals and groups with varying technical backgrounds and skill sets to collect and relay information or make work assignments; listening to and understanding others; prioritizing workloads with proper delegation and assignment of accountability; public speaking and developing presentations; conflict resolution; staff training.

Ability to: follow directions and assimilate information; assign and coordinate the work of staff; learn and apply federal and State laws and regulations pertaining to park operations; learn and apply agency rules and regulations; collect data and prepare reports for use in operational decisions; operate and repair vehicles, tools and other equipment necessary for park operations and maintenance; enforce park rules and regulations for visitors and staff; establish and maintain effective working relationships with the public and agency staff; develop presentations for the public and answer questions regarding park regulations and related topics; demonstrate professionalism; operate basic computer software and hardware.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in park/recreation management or a related field; (wildlife, fisheries, natural resources sciences, public administration, history, cultural resource preservation or interpretation, travel and tourism, and planning) AND one year related experience. Related coursework/training and/or experience in park/recreation management or related field may substitute for the Bachelor's degree on a year-for-year basis.

**SPECIAL NOTE:**

Specific positions in this class may require an employee to possess a valid driver's license or a CDL license, or the ability to provide independent authorized transportation in order to perform work-related travel.

Specific positions in this class may require an employee to complete training or possess special permits, certifications or licenses that allow them to perform their duties safely and professionally or protect the public; or for the purpose to properly lead the staff under their charge for similar assigned duties.

Positions in this class may work outside normal business hours, including weekends and designated holidays, to respond to complaints or incidences.

Positions in this class may be required to participate in overnight and extended period travel.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).