

## Commonwealth of Massachusetts Employment Opportunity

### Seasonal Forest & Park Supervisor

#### Forest And Park Supervisor I

Agency Name:	<b>Dept. of Conservation and Recreation</b>
Official Title:	<b>Forest And Park Supervisor I</b>
Functional Title:	<b>Seasonal Forest &amp; Park Supervisor</b>
Occupational Group:	<b>Other</b>
Position Type:	<b>Seasonal</b>
Full-Time or Part-Time:	<b>Full-Time</b>
Salary Range:	<b>\$0.00 to \$1,184.08 Biweekly</b>
Bargaining Unit:	<b>02</b>
Shift:	<b>Day</b>
Confidential:	<b>No</b>
Number Of Vacancies:	<b>1</b>
City/Town:	<b>Boston</b>
Region:	<b>BOSTON</b>
Facility Location:	<b>DCR Division of Urban Parks and Recreation South Region, West District, Hyde Park</b>
Application Deadline:	<b>05-19-2010</b>
Apply Online:	<b>No</b>
Posting ID:	<b>J21256</b>

*This position is funded from the Commonwealth's annual operating budget.*

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#### Duties:

About the Department of Conservation and Recreation:

The Department of Conservation and Recreation manages one of the largest and most diverse state parks systems in the nation and protects and enhances natural resources and outdoor recreational opportunities throughout Massachusetts. The DCR system includes over 450,000 acres of parks, forests, water supply protection lands, beaches, lakes, ponds, playgrounds, swimming pools, skating rinks, trails and parkways.

The Department of Conservation and Recreation seeks qualified applicants for the position of seasonal Forest & Park Supervisor I.

#### DUTIES:

Supervises and performs work relative to the seasonal operation, administration and maintenance of the assigned facility including such activities as grounds maintenance, building and equipment maintenance and repair and recreational programming.

Supervises assigned staff performing visitor recreation and/or education services, facility maintenance and resource protection programs. Specific responsibilities relative to staff management include: work assignment and scheduling; work performance review and evaluation; and staff development and training.

Maintains, communicates and enforces professional standards for the quality of visitor services, staff appearance, facility maintenance, public safety and resource protection.

Develops and maintains professional and/or service relationships with Friends Group, users and other organizations having particular interest in the assigned area, or areas.

Communicates park activities, incidents, and programs to other Departmental staff, Departmental communication includes the preparation of various written reports, electronic communication via computer, telephone and radio transmission.

Prepares reports and maintains records regarding the daily, weekly, monthly and seasonal operation of the assigned area to provide information and make appropriate recommendations.

Coordinates the activities and work of volunteers, court referred individuals, etc.

Performs other related duties as assigned, such as determining supply needs; operating and performing routine maintenance on various types of equipment and vehicles; providing information to the general public; interviewing candidates for employment; providing on the job training; and using small hand tools; and other duties as required.

**Qualifications:**

**MINIMUM ENTRANCE REQUIREMENTS:**

Applicants must have at least (A) two years of full-time or equivalent part-time, technical or professional experience in the field of forestry, parks or recreational management, or (B) any equivalent combination of the required experience and the substitutions below.

**Substitutions:**

I. An Associate's degree or higher with a major in forestry, natural resources management or parks and recreation management may be substituted for the required experience.\*

\*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

**SPECIAL REQUIREMENTS:** Based on assignment, possession of a current and valid Massachusetts Class D Motor Vehicle Operator's License.

**Comments:**

Position: One (1) Seasonal Forest & Park Supervisor I  
Location: West District Headquarters, Hyde Park (Stony Brook Reservation)  
Start Date: May 30, 2010  
End Date: September 6, 2010

Salaries are based upon full-time/40 hours worked per week. Work schedules and days off are at the discretion of the Director. This position may require working weekends.

**How To Apply:**

Interested persons should respond in writing, accompanied by a resume, cover letter and a DCR seasonal application for employment, no later than 5:00 p.m. on the closing date to:

Department of Conservation and Recreation  
Division of Urban Parks and Recreation  
South Region  
695 Hillside Street  
Milton, MA 02186  
ATT: Kristine Tolman

A seasonal application must be completed and returned with a resume. Resumes will not be considered without an application. Applications are available on the DCR WEB site at [WWW.state.ma.us/DCR](http://WWW.state.ma.us/DCR).

The Department of Conservation and Recreation, is an affirmative action employer, is committed to ensuring that all of its programs and facilities are accessible to all members of the public. It is the policy of the Massachusetts Department of Conservation and Recreation not to discriminate on the basis of age, color, disability, national origin, race, religion, sex or sexual orientation. Inquiries regarding compliance by the Department of Conservation Title IX and other civil rights laws may be directed to Human Resources at 617-626-1282. This document is available in other formats to accommodate the needs of individuals with disabilities.

**Agency Web Address:**

<http://www.mass.gov/dcr/>

**Diversity Officer:**

Ms. Agatha Summons-McGuire, (617) 626-1282

An Equal Opportunity/Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.