

Commonwealth of Massachusetts Employment Opportunity

Seasonal Forest and Park Supervisor I

Forest And Park Supervisor I

Agency Name:	Dept. of Conservation and Recreation
Official Title:	Forest And Park Supervisor I
Functional Title:	Seasonal Forest and Park Supervisor I
Occupational Group:	Other
Position Type:	TM - Intermittent
Full-Time or Part-Time:	Full-Time
Salary Range:	\$0.00 to \$1,184.08 Biweekly
Bargaining Unit:	02
Shift:	Day
Confidential:	No
Number Of Vacancies:	5
City/Town:	Statewide
Region:	N/A
Facility Location:	There are (4) Southeast Region Facility locations.
Application Deadline:	05-19-2010
Apply Online:	No
Posting ID:	J21340

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

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. DCR is a dynamic agency, and is one of the largest park systems in the nation. 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 Seasonal Forest and Park Supervisor I.

Seasonal positions may be subject to the recall process and will be filled in accordance with collective bargaining agreements, positions not filled using this process will be interviewed for.

Duties:

Under the general supervision of the Forests & Parks Supervisor or an employee of a higher grade, the Seasonal Forests & Parks Supervisor I assists in the seasonal operation, management and maintenance of the assigned facilities and/or its satellite areas, to provide an integrated program of natural and cultural resource protection, resource-base recreation, community education and public safety.

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 duties as assigned.

Performs related duties 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:

There are (5) positions for (4) Southeast Region Facility locations.

Demarest Lloyd State Park, Dartmouth, MA start date is May 23 thru September 6, 2010.

Fort Phoenix State Reservation, Fairhaven, MA start date is May 23 thru September 6, 2010.

Scusset Beach State Reservation, Bourne, MA start date is May 23 thru September 4, 2010.

Horseneck Beach State Reservation, Westport, MA start date is May 23 thru September 6, 2010.

Horseneck Beach State Reservation, Westport, MA start date is May 27 thru September 6, 2010.

How To Apply:

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

Pam McGarty, Business Management Specialist
Department of Conservation and Recreation
PO Box 66
South Carver, MA 02366

An 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.

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.