

Commonwealth of Massachusetts Employment Opportunity

Seasonal Recreation Supervisor III

Recreation Facilities Supv III

Agency Name:	Dept. of Conservation and Recreation
Official Title:	Recreation Facilities Supv III
Functional Title:	Seasonal Recreation Supervisor III
Occupational Group:	Facility Oper & Maintenance
Position Type:	TM - Intermittent
Full-Time or Part-Time:	Full-Time
Salary Range:	\$0.00 to \$1,311.14 Biweekly
Bargaining Unit:	02
Shift:	Day
Confidential:	No
Number Of Vacancies:	3
City/Town:	Statewide
Region:	N/A
Facility Location:	There are (3) Northeast Region Facility locations.
Application Deadline:	05-21-2010
Apply Online:	No
Posting ID:	J21374

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 Recreation Facilities Supervisor III.

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:

Manages, supervises and coordinates the operation and maintenance of a recreational cluster which include facilities such as swimming pools, playgrounds, ball fields and related structures.

Inspects and performs routine maintenance and repair of equipment and facilities.

Possession of a Certified Pool Operator's Certification is strongly recommended. CPO training will be provided by DCR as needed.

Supervises the opening and closing of these seasonal facilities and the off season, refurbishing of facilities rinks, painting and repair of such facilities.

Prepares estimates and specifications for maintenance projects.

Recommends equipment, materials and supplies for purpose; maintain inventories and prepare requisitions for supplies.

Supervises a staff of both permanent and seasonal employees, monitor and enforce safety rules and regulations.

Ensures the proper upkeep and cleanliness of these facilities, including the cleaning of showers and restrooms, trash removal and ground maintenance,

Performs other duties such as preparing financial statements, reports, daily log sheets, correspondence and memos etc.

Performs other related work as required.

Qualifications:

Minimum Entrance Requirements:

Applicants must have at least (A) two years of full-time, or equivalent part-time, experience in the maintenance and repair of recreational facilities or in recreational management, or (B) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. A certificate, diploma or degree as evidence of satisfactory completion of at least a two-year program in a recognized school above the high school level in building construction technology, electrical engineering technology, mechanical engineering technology or mechanical power engineering may be substituted for a maximum of one year of the required experience. *

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

Note: No substitutions will be permitted for more than one year of the required experience.

Special Requirements:

I. Based on assignment, possession of a current and valid CPR (Cardiopulmonary Resuscitation) Certificate issued by the American Heart Association or American Red Cross

II. Based on assignment, possession of a current and valid Standard First Aid and Personal Safety Certificate issued by the American Red Cross.

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

Preferred Qualifications:

Possession of a Certified Pool Operator's Certification is strongly recommended. CPO training will be provided by DCR as needed.

Comments:

There are (3) positions in (3) Northeast Region Facility locations.

Higgins Pool, Lawrence, MA start date is June 7 thru September 2, 2010.

Lord Pool, Lowell, MA start date is June 1 thru August 26, 2010.

Casey Pool, Milford, MA start date is June 1 thru August 26, 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:

Dave O'Neill, Business Management Specialist
Department of Conservation and Recreation
PO Box 0829
Carlisle, MA 01741

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.