

## Commonwealth of Massachusetts Employment Opportunity

# Seasonal Recreation Facilities Supervisor I

### Recreation Facilities Supv I

Agency Name:	<b>Dept. of Conservation and Recreation</b>
Official Title:	<b>Recreation Facilities Supv I</b>
Functional Title:	<b>Seasonal Recreation Facilities Supervisor I</b>
Occupational Group:	<b>Facility Oper &amp; Maintenance</b>
Position Type:	<b>Seasonal</b>
Full-Time or Part-Time:	<b>Full-Time</b>
Salary Range:	<b>\$0.00 to \$1,087.38 Biweekly</b>
Bargaining Unit:	<b>02</b>
Shift:	<b>Day</b>
Confidential:	<b>No</b>
Number Of Vacancies:	<b>3</b>
City/Town:	<b>Statewide</b>
Region:	<b>N/A</b>
Facility Location:	<b>Northeast Region Facility</b>
Application Deadline:	<b>04-13-2010</b>
Apply Online:	<b>No</b>
Posting ID:	<b>J20839</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. 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.

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.

Interviews will be conducted at the ending of the posting period. Successful candidates may be required to start immediately.

Under the general supervision of an employee of a higher grade, the incumbent is responsible to: supervise personnel in the operation and maintenance of a complex recreational facility (swimming pool); Assists in supervising the operation and maintenance of a complex recreational facility (swimming pool); inspect buildings and equipment; perform routine maintenance and repairs of equipment and facilities; monitor events and patrol facility during events to enforce rules and regulations and prevent theft and vandalism; ensure the proper upkeep and cleanliness of facilities, including the cleaning of showers and restrooms, trash removal and grounds maintenance; and supervise the collection of monies received through pool operations and the maintenance of records.

Receives direct supervision from Recreation Facility Supervisor II or other employees of a higher grade who instruct, assign work to and review performance.

Exercises supervision over, assign work to and review the performance of 1-15 recreational area personnel.

**Qualifications:**

Minimum Entrance Requirements: None.

**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:**

Preferred Qualifications Applicants must have at least one year of full-time or equivalent part-time experience in the maintenance and/or repair of recreational facilities. Educational experience may be allowed as substitution for required experience. Based on assignment; possession of a current and valid CPR certificate; standard first aid certificate; and current and valid Massachusetts class 3 or D driver's license may be required.

Ability to communicate effectively with staff and pool users.

Ability to maintain a calm manner, make decisions and act quickly in emergency situations.

Ability to understand, apply and explain the laws, rules, regulations governing assigned unit activities.

Ability to write clearly and concisely and maintain accurate records.

Skill in the use of hand held power tools.

Ability to supervise, including planning and assigning work according to the nature of the job to be accomplished, capabilities of subordinates and available resources; motivating employees to work effectively; and conducting period evaluations of employee performance.

**Comments:**

There are (3) positions in (3) Northeast Region facilities.

Great Brook Farm State Park, Carlisle, MA.

Start date is April 25 thru October 11, 2010.

Maudslay State Park, Newburyport, MA

Start date is April 25 thru October 11, 2010, this position has a Split Shift.

Halibut Point State Park, Rockport, MA.

Start date is May 2 thru October 11, 2010, this position is for the 2nd Shift.

**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](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.