

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 1522501

Conservation Recreation Facilities Supervisor 1, NS	1522501
Conservation Recreation Facilities Supervisor 2, NS	1522502
Conservation Recreation Facilities Supervisor 3, NS	1522503

Brief Description of Class Series

Conservation Recreation Facilities Supervisors are seasonal, non-competitive positions that oversee the daily operations of campground and day use areas primarily located throughout the Adirondack and Catskill Parks.

Positions in this title are only classified at DEC.

Distinguishing Characteristics

The level of classification is distinguished by the type of facilities the position is assigned to oversee and the level of supervisory responsibility of the position over seasonal staff at campgrounds and day use areas at the agency. The higher-level Conservation Recreation Facilities Supervisor positions are expected to oversee larger facilities.

Conservation Recreation Facilities Supervisor 1: seasonal; non-competitive; oversees operations at small sized facilities.

Conservation Recreation Facilities Supervisor 2: seasonal; non-competitive; oversees operations at medium sized facilities.

Conservation Recreation Facilities Supervisor 3: seasonal; non-competitive; oversees operations at large sized facilities.

Illustrative Duties

Must be able to respond to all emergencies at the facility.

Complies with and is familiar with the guidance and instructions laid out in the campground guidance manual, and performs all duties listed within.

Performs manual work at facility such as lifting garbage cans, using rakes and shovels, pushing lawn mowers, and cleaning restroom facilities.

Handles a variety of semi-skilled carpentry, painting, electrical, plumbing, roofing, masonry, and related work in maintaining, repairing, and constructing a wide variety of structures, roads, and other facilities; completes small construction projects.

Supervises multiple employees that may include lifeguards, beach operation, Conservation Security Workers, maintenance, and scheduling staff; must immediately report all injuries that occur to staff and emergencies, as directed. Trains campground staff in general maintenance tasks and reservation system procedures.

Maintains files, inventory supplies, and facility equipment; handles and accounts for all monies including petty cash, day use tickets, permit sales, and pavilion rental sales; operates electronic devices for revenue accounting purposes and permit issuances; and handles purchases in compliance with State Finance Law and provides all corresponding receipts to higher-level supervisory staff, and gets appropriate signatures for purchases as needed.

Must work in the campground recycling and garbage center handling and processing garbage and recycling as mandated by New York State, county, and local landfill policies.

Minimum Qualifications

Conservation Recreation Facilities Supervisor 1

Non-Competitive: one year experience in maintenance, construction, landscaping, or in business operations of which at least four months of this experience must have included supervisory experience. Must possess and maintain a valid New York State Driver's license appropriate for the type(s) of vehicles required to operate.

Conservation Recreation Facilities Supervisor 2

Non-Competitive: two years of experience in maintenance, construction, landscaping, or in business operations of which at least four months of this experience must have included supervisory experience. Must possess and maintain a valid New York State Driver's license appropriate for the type(s) of vehicles required to operate.

Conservation Recreation Facilities Supervisor 3

Non-Competitive: two years of supervisory experience in maintenance, construction, landscaping, or in business operations. Must possess and maintain a valid New York State Driver's license appropriate for the type(s) of vehicles required to operate.

Positions in some facilities may require certification to operate motorized boats or personal watercraft.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

11/2021

KMR