

## **The Maryland-National Capital Park and Planning Commission**

TITLE: Park Management Technician  
SERIES: Park Activities

GRADE: F  
DATE: 03/31/98

CODE: 3230  
FLSA: Non-Exempt

### Class Definition

Under general supervision, performs entry-level professional park management work of a limited scope involving some responsibility and complexity. Assignments are designed to increase the knowledge and experience of the incumbent in park and/or park and recreation management operations. Provides assistance in supervising and developing day-to-day park operations that includes maintenance and development of facilities, park operations program development and supervision, and administrative work. Performs other related duties as assigned.

### Examples of Important Duties

1. Provides general assistance to park visitors. Answers questions concerning maintenance operations, nature, conservation issues, wildlife, etc. Conducts tours of parks. Opens and closes park. Enforces park rules. Makes program reservations and collects fees.
2. Inspects parks and identifies needs for maintenance. Leads and works with crews to carry-out maintenance and development projects including athletic field maintenance, building maintenance and general grounds maintenance. Performs routine maintenance and repairs on park equipment.
3. Participates in the planning and supervision of park special events and other programs. Collects fees and issues equipment to visitors (canoes, etc.). Writes brochures and flyers for publicity purposes. Monitors park usage. Schedules and assigns work of designated park staff.
4. Assists in the research, development, and implementation of training programs for full time and intermittent park staff. Provides input to supervisor on performance evaluation of staff. Participates in the selection of staff.
5. Researches purchase of routine park maintenance supplies and materials. Writes purchase requisitions and submits to supervisor for approval. Maintains records related to revenue operations. Participates in budget preparation and control.
6. Supervises and leads the day-to-day operation of a seasonal enterprise operation (e.g., boat rental, campground) including staff supervision.

### Important Worker Characteristics

- A. Basic knowledge of (1) business administration; (2) Commission activities;\* (3) Commission policies and procedures;\* (4) Natural Sciences; (5) Park Management; (6) Outdoor Recreation; (7) safety.\*
- B. Skill in operation of (1) calculator; (2) hand tools;\* (3) light truck; (4) power tools.\*
- C. Ability to (1) apply principles to solve practical problems; (2) calculate fractions, decimals and percentages; (3) read technical reports and correspondence; (4) write correspondence; (5) use proper spelling, punctuation and grammar; (6) speak clearly; (7) plan and organize programs; (8) provide customer service.

\*Developed primarily after assignment in this job class.

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### Minimum Qualifications

1. Bachelor's Degree in Park Administration/Management, Outdoor Recreation, Natural Sciences, or related subjects; OR an equivalent combination of education and experience.
2. Valid driver's license or the ability to acquire one.

### Working Conditions

Works in office and within geographical area. Works occasional evenings, weekends and holidays. On-call 24 hours.