



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## CONSERVATION CAMP SUPERINTENDENT

Job Number: 20000482

Job Code: 96010V180316

Job Group: 9600 - GENERAL ADMINISTRATION

Job Established: 09/01/1991

Job Revised: 10/16/2016

Grade: 14	Salary (MIN - MID):	<b>Special Entrance Rate:</b>
	\$18,075-\$23,944 - Hourly	NONE
	\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary	NONE
	\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary	NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.pdf>.

### **CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Oversees and manages the overall operation of a large conservation education camp, including food preparation and services; plans, assigns, and supervises the work of subordinates; oversees maintenance and upkeep of structures and facilities at camp; performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree in management, construction management, facilities management, engineering, business administration, industrial technology, or a related field.

#### **EXPERIENCE, TRAINING, OR SKILLS:**

Two years of experience in a skilled trade or related supervision in one or more of the following areas: plumbing, electrical, refrigeration, carpentry, or related field.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

Additional experience in one or more of the above trades or related supervision will substitute for the required education on a year-for-year-basis. Formal training in one of the above skilled trades will substitute for the education on a year-for-year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must possess a valid driver's license prior to appointment in this classification. Must be eligible to hold the following Class I

Water treatment plant operator license, waste water treatment plant operator license, and swimming pool operator certification. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Maintains contracts and permits necessary for operation of the camp. Responsible for overseeing the preparation and service of 24,000 individual meals per summer. Inventories, tracks, and purchases food and janitorial supplies for eight week camping season. Supervises employees in the management of the camp and its facilities. Supervises and inspects the construction, maintenance, and operation of buildings, grounds, and recreation areas in such areas. Supervises the operation of the water treatment and waste water treatment plants. Completes necessary documents and logs to satisfy regulatory authority. Accountable for compliance with health department standards regarding the management of an institutional food service facility. Supervises the management of a 200 seat food service facility. Maintains business records and operational records and reports. Works with department staff and vendors on capital construction and special maintenance projects. Coordinates institutional annual budget with branch manager and central office staff. Performs employee evaluations. Maintains public relations with camp visitors.

**UNIQUE PHYSICAL REQUIREMENTS:**

work requires physical agility such as climbing, bending, crawling and stooping. May risk exposure to cuts, abrasions and electrical shock. Must be available around the clock during residential camping season.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed in all types of weather conditions.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*