



# State Parks Careers:

## Where everyday is a walk in the park!



### State Parks Mission Statement

*Manage state parks and historic sites to conserve natural and cultural resources, provide recreational and educational opportunities, and foster an understanding of the diversity of Texas' lands and heritage for all generations.*

### Park Operations Trainee

Performs a complete range of tasks to learn all aspects of park administration, operations and management; natural and cultural resource management, facility, grounds and equipment maintenance management and interpretation; customer service, fee collection, revenue control and accountability, marketing and promotional programming, and overall financial management practices and processes. Performs special projects/assignments and attends selected training programs to enhance the overall working knowledge and skills related to operational and management activities.

#### Education:

Bachelor's degree from an accredited four-year college or university. Preferred Education: Bachelor's degree from an accredited four-year college or university in Park Administration, Recreation and Parks, Public Administration, Wildlife/Fisheries Science, Natural and/or Cultural Resources Management, Forestry, Biology, History or related field; (2) Graduation from an accredited college or university within two years prior to the posting date.

*Experience:* None Required.

### Park Superintendent

Responsibilities include, but are not limited to: cultural and natural resource management; fiscal management; budget planning, preparation and monitoring; revenue management; human resources management; security and safety programs; maintenance and repair of facilities, grounds and equipment; customer service; public relations; marketing and promotion; interpretation and education; special events; community outreach; volunteer development and coordination of partnerships. If vacancy includes Peace Officer component\*, the following applies: Provides professional law enforcement services by educating the public about various laws and regulations, preventing violations by conducting high visibility patrols, and apprehending and arresting violators. Duties include

enforcement of the Texas Park and Wildlife Code, State Park Rules and Regulations, Texas Penal Code and relevant provisions of other Texas laws; patrols the state park; performs investigations; conducts search and rescue operations; works closely with and assists other law enforcement agencies; on-call for emergency situations.

#### Education:

Bachelor's degree from an accredited four-year college or university.

*Experience:* (varies according to park grouping system and complexity of the operation)

- X years experience in (1) natural/cultural resource management; or (2) interpretation or education; or (3) general maintenance; or (4) public safety; or (5) promotions or public relations or marketing.
- Experience may have occurred concurrently.
- X years experience as a supervisor or team leader

### Assistant Superintendent

Responsible for assistance and/or coordination in such areas as: Law Enforcement, Maintenance, Revenue collection, Resource management, Interpretation/Education and Administration. Provides leadership to park staff, volunteers, and others to successfully manage and conserve the park's natural and cultural resources for present and future use. Serves as Park Superintendent in his/her absence. If vacancy includes Peace Officer component\*, the following applies: Provides professional law enforcement services by educating the public about various laws and regulations, preventing violations by conducting high visibility patrols, and apprehending and arresting violators. Duties include enforcement of the Texas Park and Wildlife Code, State Park Rules and Regulations, Texas Penal Code and relevant provisions of other Texas laws; patrols the state park; performs investigations; conducts search and rescue operations; works closely with and assists other law enforcement agencies; on-call for emergency situations.

## **Park Peace Officer – Park Specialist I-III**

Responsibilities include conducting daytime and evening patrols. Performs enforcement actions in the park, and public relations as dictated by visitation patterns. Assists with development and implementation of interpretive programs, and assisting with all aspects of the daily operations of an overnight recreational park. Provides customer service. Develops and maintains productive partnerships with park partners and the local community. Collects revenue, registers guests. Performs maintenance to park facilities such as cleaning restrooms, camp sites, and other park grounds, grounds such as mowing), and equipment such as routine maintenance and repairs. Provides public safety coverage as a commissioned park police officer. Enforces laws in relation to the agency and those of the State of Texas and insures compliance with department and park policies.

### *Education:*

Graduation from an accredited college or university with a Bachelor's degree. Acceptable Substitution: TPWD employees hired prior to January 1, 1998 may substitute up to two years TPWD experience in park management, supervision, and operations for 30 semester hours of the required education, with a maximum substitution of 60 semester hours; OR 20 years of full time commissioned law enforcement service may substitute for the required degree; this only applies to law enforcement positions that are not in the management, superintendent or regional series. Preferred Education: Graduation from an accredited college or university with a Bachelor's degree in Park Administration, Recreation and Parks, Wildlife/Fisheries Science, Natural or Cultural Resource Management, Forestry, Biology, Anthropology, Archeology, or History.

### *Experience:*

Park Specialist I: No experience required; Park Specialist II: Upon TPWD Commissioning; Park Specialist III: One year as a TPWD commissioned law enforcement officer. Preferred Experience: (1) Law enforcement experience; (2) Customer service experience; (3) Park operations experience; (4) Experience in interpretation or conducting educational programs

\*If a vacancy contains a peace officer component, the following applies:

License/Certifications: (1) Must have a current license from Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) or be able to obtain within one year; (2) Must possess or be able to obtain, within 30 days of employment, a valid Texas class "C" driver's license; (3) Must be able to legally operate a state vehicle; (4) Must be a citizen of the United States. Federal law requires that new employees present original documents that establish identity and U.S. employment eligibility; (5) Must meet minimum qualifications for Park Police Officer commissioning by Texas Parks and Wildlife Department (TPWD); (6) Must not have had a commission license denied by final order or revoked, or have a voluntary surrender of a license currently in effect; (7) Must be of good moral character and not have any of the following incidents in their criminal history: (a) a conviction for any Felony, or Class A Misdemeanor offense at any time; (b) conviction for any Class B Misdemeanor offense within 10 years prior to the date of application, which includes convictions for DWI (driving while intoxicated), DUID (driving under the influence of drugs) and BWI (boating while intoxicated); (c) conviction for any family

violence offense; (d) currently on court-ordered community supervision, probation or parole for any criminal offense above the grade of Class C Misdemeanor; (8) Must not have been discharged from any military service under less than honorable conditions; (9) Twenty-one years of age or older; (10) Must successfully pass a comprehensive background check; (11) Must be examined by a department approved licensed psychologist and be declared to be in satisfactory psychological and emotional health for law enforcement duty; (12) Must be examined by a department approved licensed physician and be declared to be physically able to perform the duties of a state park police officer; (13) Recommended candidates not currently commissioned with TPWD will be required to successfully pass a physical agility test: (a) Before being allowed to take the physical agility test, the applicant will be required to provide a description of the test to a physician and obtain a written medical clearance; (b) A detailed list of requirements can be obtained by contacting TPWD Human Resources Department. Note: Retention of this position is contingent upon obtaining and maintaining the required licenses.

## **PARK RANGER SERIES**

### **Park Ranger I-II – General Maintenance**

Responsible for general-level cleaning or maintenance/repairs to facilities, grounds and/or equipment. Provides customer service to include camper registration, selling permits and licenses, and revenue collection. Performs other duties as assigned.

### **Park Ranger III – Specialty Maintenance**

Responsible for specialty-level/journey-level ranger duties of the state park. This position performs specialized maintenance that encompasses over 50 percent of their duties, such as: carpentry work, electrical work, plumbing, large equipment or vehicle repair, or trail maintenance. Performs other duties as assigned.

### **Park Ranger IV-V – Lead Maintenance**

Responsible for leadership and coordination for the maintenance ranger staff, giving guidance, training, scheduling work load and assisting with daily maintenance and repairs of facilities, grounds and equipment. Performs other duties as assigned.

### **Park Ranger III – Back-Up Utility Plant Operators (UPO)**

Responsible for providing support to the UPO and serves as the UPO in their absence. Assists in the proper monitoring, testing and maintenance of a water plant or purchased water, and/or waste water plant or septic system. May provide customer service to include computer camper registration, selling permits, and licenses. Performs other duties as assigned.

### **Park Ranger IV-V – Utility Plant Operators**

Responsible for serving as the UPO. Monitoring, testing and maintenance of a water plant or purchased water, and/or waste water plant or septic system. Performs other as assigned.

### **Park Ranger IV – Lead Interpretation/Education**

Responsible for planning, research, and implementation outreach and educational programs. Conducts tours and programs for on and off-site. Provides training to staff and volunteers. Other duties as assigned.

## **PARK SPECIALIST SERIES (INTERPRETATION AND PARK STORES)**

### **Lead Interpretation Education – Park Specialist I**

Responsible for planning, research, and implementation outreach and educational programs. Conducts tours and programs for on and off-site. Provides training to staff and volunteers. May provide customer service to include computer camper registration, selling permits and licenses.

### **Park Store Manager – Park Specialist I-II**

Responsible for planning, organization, coordination of and directing overall operations of a park store operation; reconciling the receipts of a computerized cash register to include cash, check and credit card receipts; tracking park store budgets for operations and merchandise expenditures. May provide customer service to include computer camper registration, selling permits and licenses.

## **ADMINISTRATIVE ASSISTANTS, CLERKS**

### **Seasonal Clerical, Fee Collectors**

Responsible for providing customer service to include computer camper registration, selling permits and licenses, revenue collection, and ancillary product sales.

### **Assistant Office Managers**

Responsible for assisting in the coordination and management of the office operations of the state park. Fiscal control assistance; prepares reports; maintains accounting ledgers, budgets and monitors expenditures; process and track travel vouchers, timesheets, vehicle logs, and purchasing actions. Organizes and maintains files, such as personnel records, correspondence, travel, and credit cards. Provides customer service to include computer camper registration, selling permits and licenses.

### **Office Managers**

Responsible coordination and management of the office operations of the state park. Fiscal control management; prepares reports; maintains accounting ledgers, budgets and monitors expenditures; process and track travel vouchers, timesheets, vehicle logs, and purchasing actions. Organizes and maintains files, such as personnel records, correspondence, travel, and credit cards. Provides customer service to include computer camper registration, selling permits and licenses.

## **FOOD SERVICE, COOKS, LAUNDRY WORKERS**

### **Food Service Manager**

Responsible for overseeing the daily operation of the dining hall/restaurant operation. Duties include food preparation for a full-service restaurant, operation of food service equipment, preparing and placing grocery orders, maintaining food, non-food and equipment inventories, preparing work schedules for all restaurant employees (cooks, wait staff and dishwashers), noting areas in need of correction or improvement and making necessary recommendations. Fills in as cook when necessary. Instructs staff on safety and health codes, and insures that all work areas are

kept clean. Handles minor personnel issues and refers others to appropriate source.

### **Food Service Workers**

Responsible for greeting and seating guests, taking food orders from guests and placing orders with kitchen, serving food and beverages, and functioning as the cashier. May also clean tables, assists with food preparation, dishwashing and other food service related duties. Responsible for accuracy and reporting of revenue collected from guests.

### **Cooks**

Performs food preparation for a full service restaurant. Cleans kitchen, walk-in refrigerators/freezers and work areas. Monitors safe food preparation and storage to comply with the Department of State Health Services standards. Maintains inventory of food and supplies and prepares requisitions for needed items as appropriate.

### **Laundry Workers**

Responsible for collecting, sorting, washing, drying, and folding bed linens, towels, bedspreads, etc.

### **Pool Lifeguards**

Responsible for lifeguarding, swimming pool maintenance, facility maintenance, revenue collection, completion of reports, concession operations and providing information to the public.

### **Maintenance Assistant, Groundskeepers, Custodians**

Responsible for entry-level cleaning or maintenance/repairs to facilities, grounds and/or equipment. May provide customer service to include computer camper registration, selling permits and licenses.

### **Maintenance Technicians and Supervisors**

Responsible for performing or coordinating the most technical and critical phases/tasks involved in the repair, restoration and operation of facilities. Job duties often require specialized skills or operation of industrial equipment. May provide customer service to include computer camper registration, selling permits and licenses.

## **CUSTOMER SERVICE REPRESENTATIVES**

### **Call Center Representatives**

Receives and responds to public inquiries for agency wide information, park reservation services, license sales and hunter and boater education. Provides park information and books reservations.

### **System Support Specialist/Analyst, Database Administrator, Web Developer**

Responsible for the automation and maintenance of park registration systems at parks, call center and State Parks (SP) HQ. Provides technical and operational support for the registration software and hardware at parks, CCC, and SP HQ. Work involves analyzing user requirements, procedures, and problems to automate processing or to improve existing systems.

## **EXHIBIT TECHNICIANS / INTERPRETATION EXHIBIT PLANNERS**

### **Artists, Sculptors, Graphic Artists, Skilled Craftsmen, Interpretation & Exhibit Planners**

Responsible for research, prototyping and design of the planning, development and implementation for exhibits in state parks.

## **PROGRAM SPECIALIST I-VI**

### **Regional Interpretive Specialists**

Responsible for coordinating site resource interpretive program planning, development, implementation and evaluation in a field region. Education-minded professionals who design materials and programs that help people connect to parks. Fields of study for this career include history, cultural resource education, natural resource education, education, and communications.

### **Regional Cultural Resource Specialists**

Responsible for coordinating all cultural resource management activities within the region. The Cultural Resources Program ensures compliance with state and federal antiquities laws, including the Antiquities Code of Texas, Section 106 of the National Historic Preservation Act, and the Native American Graves Protection and Repatriation Act. Preservation-minded professionals in fields such as anthropology and archeology.

### **Regional Natural Resource Specialists**

Responsible for coordinating all natural resource management activities within the region. Conservation-minded professionals in fields such as natural resources, conservation biology, and wildlife forest science.

### **Regional Law Enforcement Coordinators**

Responsible for coordinating law enforcement hiring and selection activities, field training, ensure commissioned officers adhere to TCLEOSE training requirements, conduct investigations, provide security detail, incident command, serve as a liaison with local authorities in their respective regions.

## **HQ Program/Section Leaders**

Responsible for planning, organizing and overall management and supervision of Austin-based park-support programs. Provides technical guidance regarding program related policies, procedures, and manuals to ensure compliance with federal, state and agency rules, regulations, and procedures. Oversight of program budget and staff. Trains field staff. Prepares and researches, develops and/or presents presentations and speeches a variety of special groups. Oversight, preparation and research, and development of written responses or speaks on behalf of the division in response to legislative and public inquiries, and open records requests.

## **MANAGER V**

### **Region Directors**

Responsible for the fiscal management, planning, direction and operations of state parks in a designated region. Responsible for the supervision of park managers and regional support staff that are responsible for the administration, resource conservation, interpretation, visitor services, marketing, promotions, preservation and protection of 12-16 state park operations. Responsible for the effective coordination with appropriate Austin-based program staff and personnel from other divisions on matters affecting areas and programs within the region.

## **OTHER CAREERS INCLUDE:**

Accountants, Administrative Assistants, Archeologists, Architects, Budget Analysts, Business Analysts, Business and Fee Management, Concessions Managers, Contract Management, Curators, Farm and Ranch Operations, Firefighters, Geospatial Resource Specialists, Recreation Grants Specialists, Historians, Interpretation and Exhibits (Education, History, Historic Preservation, Exhibit Design fields), Law Enforcement Management, Marketing and Promotions, Peace Officers, Property Management, Purchasing, Revenue Resource Specialists (Park Stores), Safety Management, Staff Development, Staff Service Officers, Training Specialist, and Volunteer Coordinators.



In addition to full-time and part-time jobs in our State Parks Division, TPWD offers a variety of full-time, part-time and summer/seasonal jobs in all of our divisions. Our (paid) Summer Student Internship Program is designed for students enrolled in an accredited college or university who meet minimum requirements. For more information, please visit the Jobs section of our Web site at [www.tpwd.state.tx.us/business/jobs](http://www.tpwd.state.tx.us/business/jobs) or contact (800) 792-1112, ext. 4545.

**Join the State Parks team!**