



San Bernardino County Assistant Park Superintendent

SALARY	\$29.88 - \$41.01 Hourly \$5,179.20 - \$7,108.40 Monthly \$62,150.40 - \$85,300.80 Annually	LOCATION	Throughout San Bernardino County, CA
JOB TYPE	Full-time	JOB NUMBER	26-16056-01
DEPARTMENT	Regional Parks	OPENING DATE	07/04/2026
CLOSING DATE	7/24/2026 5:00 PM Pacific		

The Job



San Bernardino County Regional Parks strives to offer recreational opportunities for the enrichment of county residents and visitors while protecting the county's natural, cultural, historical and land resources. We are currently recruiting for **Assistant Park Superintendent**, who assists a Park Superintendent in park operations, maintenance, and supervision at a moderate to large park.

Duties may include:

- Assigning, supervising or participating in the activities of Park Rangers and other personnel engaged in performing construction, grounds development, repair and maintenance of park grounds, equipment and facilities.
- Assisting the superintendents in planning for the improvement, maintenance and repair of park facilities and grounds.
- Ensuring that order is maintained in the parks and the public is informed regarding park ordinances, rules, and regulations; issuing verbal warnings and taking other disciplinary measures as required to report any incidents of injury, vandalism, fires, etc., to the appropriate authority.
- Evaluating employee performance; participating in hiring and training new employees; develops employment work schedules.

- Ensuring the registration of park visitors and the collection of fees; coordinating the use of park areas, public address systems and other park facilities with organized groups.

For a more detailed listing of duties, refer to the [Assistant Park Superintendent](#) job description.

The current vacancies are in [Prado Regional Park](#) and [Mojave River Forks](#).

The resulting eligible list may also be used to fill future vacancies as they occur throughout San Bernardino County.

Applications are also being accepted for [Park Superintendent](#). A separate application is required.

ABOUT THE DEPARTMENT

The **Regional Parks Department** manages and maintains nine (9) Regional Parks throughout San Bernardino County totaling approximately 8,000 acres with one (1) Preserve and one (1) Regional Trail. Each park offers diverse outdoor recreation opportunities in settings that range from metro, mountain and desert scenery. Among the activities that can be found in our Regional Parks are: Lakes for fishing, sheltered group picnic facilities accommodating up to 350 people, swim complexes with water slides, zero depth water play parks, and playgrounds. Seven (7) of our Regional Parks offer scenic camping, from tent to large RV's, dry to full hook-ups. One of our parks is a historic Ghost Town; and another is located right on the banks of the Colorado River. For more information, explore our website at <https://parks.sbcounty.gov/>.

EXCELLENT BENEFITS

To review job-specific benefits, refer to:

[Benefits by Occupational Unit \(BbOU\) Summary: Supervisory Unit](#)
[Employee Benefits](#)
[County MOU - General Unit](#)

CONDITIONS OF EMPLOYMENT

Pre-Employment Process: Incumbents must pass a background investigation, which includes fingerprinting, work history verification, as well as a job-related physical exam and drug screening.

Availability: Employees are on call as necessary and will be required to work nights, weekends, and holidays.

Physical: This position requires occasional lifting and carrying of items weighing up to 50 pounds as well as frequent walking, standing, kneeling, stooping, and climbing.

Travel: Travel throughout the county is required. Employees will be required to make provision for transportation. At the time of hire, a valid California Class C driver license and proof of automobile liability insurance must be produced and maintained for the individual providing transportation. Please visit the Regional Parks Department website at <https://parks.sbcounty.gov/> for a listing of county-wide park locations.

Sponsorship: Please note San Bernardino County is not able to consider candidates who will require visa sponsorship at the time of application or in the future. Candidates must be able to present their legal right to work in the United States at the time of employment.

Minimum Requirements

Candidates must meet **BOTH** the Education and Experience requirements.

EDUCATION:	An Associate degree or equivalent coursework from an accredited college or university. <i>Note: A list of coursework (unofficial transcript) <u>must</u> be submitted with the application if a degree has not been conferred. An education equivalency evaluation is required for education received outside of the U.S.</i>
EXPERIENCE:	Three (3) years of experience in a construction, retail, parks, project management or customer service related industry, such as a recreational environment, logistics/operations, or hospitality which includes <u>direct, in-person contact with the general public as primary duty of the job</u> ; AND one (1) year of <u>full-scope</u> supervisory experience. <i>This experience may be concurrent, and <u>must</u> be clearly described in your work history.</i>

SUBSTITUTIONS

EXPERIENCE SUBSTITUTION:

- A Bachelor's degree may substitute up to six (6) months of qualifying experience as noted above. *Substitution may not apply to the one (1) year of supervisory experience as required.*

EDUCATION SUBSTITUTION

- An additional one (1) year of experience may substitute for the required education.

Desired Qualifications

The ***ideal candidate*** will possess extensive management experience in a recreational environment. In addition, the ideal candidate will possess:

- A Bachelor's degree
- Experience working in a maintenance, building trade, or a construction related field where a practical knowledge of project completion would have been obtained.
- The ability to work hard, manage, and complete assigned projects in a thorough and efficient manner.
- Excellent communication and customer service skills that demonstrate a can-do positive disposition.
- The ability to use tools and maintenance related vehicles in a responsible and productive manner.
- Experience in cash handling and reconciliation.
- Experience leading staff by example and through oral and written communication.
- The knowledge of machines and tools, including their designs, uses, repair and maintenance, as well as the ability to determine the kind of tools and equipment needed to do a particular job.
- The ability to enforce park rules and regulations and promote good public relations.
- Possession of a Qualified Applicators Certificate in pesticide application and a National Recreation & Park Association (NRPA) Aquatic Facility Operator (AFO) certificate are highly desirable.

Selection Process

Application Procedure: To be considered for this excellent opportunity, please complete and submit the online employment application and supplemental questionnaire by **Friday, July 24, 2026 at 5:00 pm.**

There will be a **competitive evaluation** of qualifications based on the information provided in your Application and the Supplemental Questionnaire. Be sure to include in your application and Supplemental Questionnaire any relevant experience and education that demonstrates that you meet the minimum requirements, as it will be used to

competitively evaluate your qualifications; resumes will not be reviewed as part of the evaluation process. The most highly qualified candidates, based on the evaluation results, may be referred for interview.

All communications regarding the remainder of the selection process will be via email. Please be sure the email provided on this application is always current; it is your responsibility to update your personal information. Update your Spam, Junk, Bulk, and Firewall settings as needed to ensure that you receive all information pertaining to this recruitment.

To ensure timely and successful submission of your online application, please allow ample time to complete and submit your application before the posted filing deadline. Applicants will be automatically logged-out if they have not submitted the application and all required materials prior to the posted deadline. Once your application has been successfully submitted you will receive an onscreen confirmation and an email. We recommend that you save and/or print these for your records. *Please note, if you do not receive an onscreen confirmation and an email acknowledging our receipt of your application we have not received your application.*

If you require **technical assistance**, please review the Government Jobs [online application guide](#), or contact their Toll-Free Applicant Support line at **(855) 524-5627**. Please note that Human Resources is not responsible for any issues or delays caused by the internet connection, computer or browser used to submit the application.

Equal Employment Opportunity (EEO) / Americans with Disabilities Act (ADA):

San Bernardino County is an [Equal Employment Opportunity \(EEO\)](#) and Americans with Disabilities Act (ADA) compliant employer, dedicated to ensuring equal employment opportunities for all employees and applicants.

ADA Accommodation:

If you have a disability and need accommodations during the testing process, please submit the [Special Testing Accommodations Request Form \(Download PDF\)](#), within one week of the recruitment filing deadline.

Veterans' Preference: Eligible veterans and their spouses or widows/widowers who are not current County employees may receive additional Veterans' Preference points. For details and instructions on how to request these points, please refer to the [Veterans' Preference Policy](#).

For more important details, review the Applicant Information and County Employment Process.

Employer

San Bernardino County

Address

175 West Fifth Street, 1st Floor

San Bernardino, California, 92415-0440

Phone

(909) 387-8304

TTY Users: 711

Website

<http://www.sbcounty.gov/jobs>

Assistant Park Superintendent Supplemental Questionnaire

***QUESTION 1**

PLEASE READ THE BELOW STATEMENT

Instructions: The information provided on your application and in your responses to the following Supplemental Questionnaire will be used to determine if you meet the minimum requirements for this position, as well as in a

competitive evaluation of qualifications. It is in your best interest to be as thorough as possible in your responses. Resumes will NOT be reviewed to determine qualifications. Applicants will not be able to update their application materials or answers to the questionnaire once the application has been submitted. *Note: Experience listed on this questionnaire must also be listed and fully detailed in the work experience section of your application.*

☐ I have read and understand the instructions stated above.

*QUESTION 2

Park Locations: Check the location(s) in which you are willing to accept a position. *Note: Failure to accept an interview or a job offer due to location will result in removal from the eligible list. Select all that apply.*

- ☐ Prado (Chino)
- ☐ Cucamonga-Guasti (Ontario)
- ☐ Glen Helen (San Bernardino)
- ☐ Mojave Narrows (Victorville)
- ☐ Mojave River Forks (Hesperia)
- ☐ Yucaipa (Yucaipa)
- ☐ Calico (Yermo, near Barstow)
- ☐ None of the above

*QUESTION 3

Education/Coursework: If you possess an Associate degree or higher, indicate your degree information in the answer field below. (e.g. Associate Degree in Psychology, UCLA.) If you do **NOT** possess a conferred degree, please list your completed coursework and be sure to include the following: School Name, Course Title, Course Number, Number of Units, Type of Units (semester or quarter). *Example: CSUSB, Business Administration, BUS101, 3 semester units.* You may also attached unofficial transcripts in lieu of listing your coursework. *If none, indicate "N/A."*

*QUESTION 4

Substitution: I am utilizing the following substitution:

- ☐ A Bachelor's degree for up to six months of qualifying experience.
- ☐ An additional one year of experience for the required education.
- ☐ I am not using a substitution.

*QUESTION 5

Experience: Do you possess at least three (3) years of full-time equivalent experience in a construction, retail, parks, project management, customer service, recreation, logistics/operations, hospitality, or closely related industry where direct, in-person interaction with the general public was a primary duty of your position?

- ☐ Yes
- ☐ No

*QUESTION 6

Experience: Describe your qualifying experience that meets the three (3) year experience requirement. Include the employer(s), job title(s), dates of employment (month/year), industry, your primary job duties, and explain how direct, in-person interaction with the general public was a primary duty of your position. *Note: This experience must also be clearly described in the Work Experience section of the application. If none, indicate "N/A."*

*QUESTION 7

Experience: Indicate the areas below in which you possess experience. *Experience must be clearly detailed on your application.*

- ☐ Customer Service
- ☐ Visitor Services
- ☐ Hospitality
- ☐ Recreation
- ☐ Cash Handling and Reconciliation
- ☐ Project Management
- ☐ Logistics/Operations
- ☐ Construction
- ☐ Maintenance and Grounds
- ☐ Ordinance, Rules, and Regulation Implementation
- ☐ None of the above

***QUESTION 8**

Construction/Maintenance Experience: Describe your experience in performing construction, repair and maintenance, or grounds development of park grounds or similar facilities. *If none, indicate "N/A."*

***QUESTION 9**

Supervisory Experience: Do you possess at least one (1) year of full-scope supervisory experience?

- ☐ Yes
- ☐ No

***QUESTION 10**

Supervisory Experience: Describe your full-scope supervisory experience. Include the employer(s), job title(s), dates of employment (month/year), number of employees supervised, and the supervisory duties you personally performed, such as assigning and reviewing work, scheduling staff, approving leave, conducting performance evaluations, hiring, coaching, and/or discipline. Lead worker experience alone does not qualify. **Note:** *This experience must also be clearly described in the Work Experience section of the application. If none, indicate "N/A."*

***QUESTION 11**

Applicant Acknowledgement - Notification via email: As part of our efforts to increase efficiency and promote conservation of resources, human resources uses email to communicate with applicants. Therefore, all future communications regarding this recruitment, including applicant status and testing notifications, will be made via email. Each applicant needs their own email address. We strongly encourage you, as an applicant, to ensure that the email address you have provided us with your application is current, secure, confidential, and readily accessible to you. Adjust Spam and/or other filters so that our emails are accepted. Please carefully read any notices that we send you and follow any instructions provided in a timely manner. *We will not be responsible in any way if you do not receive our emails (i.e., for the non-delivery of our emails or if you fail to check your e-mail on a timely basis).*

- ☐ I acknowledge that I have read, understood, and agree to the above statement.

***QUESTION 12**

****ATTENTION GMAIL USERS****

We have become aware of an increase in Gmail's spam filter sensitivity. Due to this change, it is possible that emails coming from San Bernardino County Human Resources may be marked as spam and will not make it into your Gmail inbox.

For your convenience, a step-by-step guide to create and apply filters within Gmail is available in the attached PDF. [Download the PDF Guide.](#) [\(Download PDF reader\)](#). Once downloaded, follow the instructions so that you will receive future emails from San Bernardino County Human Resources.

Note: If you apply the filters and still do not receive emails from San Bernardino County Human Resources you can check your www.governmentjobs.com (Neogov) account inbox. All notifications will appear there.

☐ I understand

*QUESTION 13

Applicant Acknowledgement - Application Complete: Thank you for taking the time to complete this application and supplemental questionnaire. Please be sure to review all information provided prior to submitting it as you cannot update or revise it once submitted. Your submitted application will be reviewed and evaluated as is. Please do not refer to a resume or other documentation in lieu of completing the employment history section or responding to the supplemental questions; they will not be reviewed or considered. Once your application has been successfully submitted, you will receive an onscreen confirmation and an email confirmation will be sent to the email address listed on your application. We recommend that you save and/or print these for your records. *Please note: if you do not receive an onscreen confirmation and an email acknowledging our receipt of your application, we have not received your application.*

☐ I acknowledge that I have reviewed my application and understand that I will not be able to update or revise any part of it once submitted.

* Required Question