

PARKS SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS:

This is a working, supervisory position responsible for construction projects, year-round maintenance and repair of all park grounds, facilities and equipment for County Parks. Specific responsibilities include staff planning and assignments; scheduling the use of recreational facilities, supervising proper use, maintenance, and inventory of equipment and supplies; managing day-to-day resources for the successful maintenance of County Parks. Work is performed under the general supervision of the Parks Director and/or Assistant Parks Director. Supervision is exercised over subordinate staff. An employee in this class may be required to work hours other than in the normal workweek and may be required to drive to the various park locations.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed, which could reasonably be expected to be performed by an employee in this title.

1. Assists Parks Director and/or Assistant Parks Director, Commissioner, or Director in planning construction and capital improvement projects at all parks;
2. Develops schedules and procedures and supervises the maintenance and repair of all park buildings, equipment and vehicles;
3. Oversees the grounds maintenance programs for all parks;
4. Oversees the ice and snow removal activities on roads, parking lots and walkways;
5. Prepares financial reports and prepares budget for maintenance operations;
6. Works with administrative staff to requisition supplies, materials and equipment and writes specifications and bid documents when necessary;
7. Performs time and attendance functions, performance evaluations, interviews, hiring recommendations and handles discipline matters;
8. Assists other municipalities upon request concerning recreational grounds maintenance;
9. Prepares accident, inventory and maintenance reports;
10. May oversee the renovation and maintenance of sidewalks, roads, picnic, beach and recreational fields or areas;
11. May oversee the cleaning and repair to asphalt and dirt roads;
12. May oversee the maintenance of records of park monies received;
13. May oversee the seasonal recreational staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the practices, tools, materials and safety procedures used in the maintenance and repair of buildings and equipment; thorough knowledge of methods, materials, tools and equipment used in the maintenance of grounds and recreation areas; thorough knowledge of water and sewer drainage systems repair and maintenance; good knowledge of construction trades in order to coordinate building projects; good knowledge of heavy equipment repair and maintenance; good knowledge of recreational equipment repair and maintenance; good knowledge of budgeting practices and procedures in a municipal setting; ability to plan, oversee and evaluate maintenance projects; ability to coordinate and supervise the work of others; ability to read and understand diagrams and blueprints; ability to develop material and cost specifications and bid documents; ability to establish and maintain effective working relationships with employees and contacts; mechanical aptitude; dependability; initiative; good judgement; physical condition commensurate with the demands of the position.

PARKS SUPERINTENDENT (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma **AND:**

- EITHER: (A) Six (6) years of paid work experience in park maintenance, which included grounds, recreational facilities and buildings repair and maintenance; two (2) years of which included supervisory responsibility;

- OR: (B) Eight (8) years of paid work experience which primarily involved at least two of the following trades: general construction; plumbing; electrical; automotive of equipment repair; groundskeeping; two (2) years of which included supervisory responsibility;

- OR: (C) An equivalent combination of training and experience between the limits of (A) and (B) above.

SPECIAL REQUIREMENT:

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application, and to maintain the position.

An appointing authority may require New York State Pesticide Applicator Certification at time of appointment or during the probation period.

Incumbents must obtain certification in first-aid training within six (6) months of appointment; such certification must remain valid to maintain position.

TR7101

ADOPTED: 04/11/79

REVISED: 01/01/83 01/01/85 07/01/91 03/23/93 04/15/93 10/12/93
 12/10/96 10/26/20 12/16/20 1/28/21 (FKA Park Superintendent)
 01/01/22