

## **TOWN PARK SUPERINTENDENT**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a working supervisory position involving the responsibility for the proper and efficient construction, year-round maintenance and repair of all Town park grounds, facilities and equipment. An employee in this class is also responsible for record keeping, requisitioning maintenance supplies and preparing reports and budget recommendations pertaining to park maintenance. This class differs from Recreation Supervisor by having responsibility only over the maintenance and operations aspects of the park system. Work is performed under the general direction of the Recreation Commission with leeway allowed for the exercise of independent judgement and initiative to correct problems related to parks maintenance and operation. Direct supervision is exercised over subordinate employees. An employee in this class is required to drive to the various park locations in the Town and may be required to work hours other than the normal workweek.

### **TYPICAL WORK ACTIVITIES:**

1. Assigns work to subordinates;
2. Supervises and participates in the repair and maintenance of park equipment, buildings and vehicles;
3. Supervises and participates in the care of lawns, playing fields, tennis courts, pathways, shrubbery, flowers, etc.;
4. Supervises and participates in the repair of sidewalks or roads raised or broken by tree roots or other causes;
5. Supervises and participates in the removal, trimming, planting, spraying and cabling of trees;
6. Supervises and participates in the clearing of ice and snow from parks and driveways;
7. Supervises and participates in the seeding of parks;
8. Requisitions supplies;
9. Keeps time records;
10. Prepares accident reports, inventory, maintenance reports and other reports as required;
11. Investigates all complaints of Town residents pertaining to parks;
12. Interviews and recommends hiring of park maintenance employees;
13. Prepares employee evaluations;
14. Prepares budget for maintenance and operations;
15. Attends regular meetings of Recreation Commission;
16. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of grounds maintenance practices, equipment and supplies; good knowledge of the principles, practices and techniques of grounds preparation, planting and fertilization; working knowledge of minor heavy equipment repair and maintenance; working knowledge of buildings and recreational equipment repair and maintenance; working knowledge of road and sidewalk repair and maintenance; ability to plan and supervise the work of others; ability to communicate effectively both orally and in writing; ability to maintain records and prepare reports; tact; courtesy; physical condition commensurate with the demands of the position.

**TOWN PARK SUPERINTENDENT** (Cont'd)

**MINIMUM QUALIFICATIONS:**

High school graduation or its equivalency and:

EITHER:       (A)     Graduation from a New York State recognized or regionally accredited community college with an associate's degree in horticulture or a closely-related field and two (2) years of experience including parks, grounds or greenhouse maintenance and buildings repair and maintenance (carpentry and painting), one (1) year of which must have been in a supervisory capacity;

OR:            (B)     Four (4) years of experience including parks, grounds or greenhouse maintenance and buildings repair and maintenance (carpentry and painting), one (1) year of which must have been in a supervisory capacity.

NOTE:       Work experience may be substituted for high school education on a year-for-year basis.

**SPECIAL REQUIREMENT:**

Possession of a valid operator's license issued by the New York State Department of Motor Vehicles.

TR2102

ADOPTED:    11/23/81