

PARK MANAGER

DISTINGUISHING FEATURES OF THE CLASS:

This is a working supervisory position involving responsibility for the safe and efficient operation of County parks. These responsibilities include planning, supervising, and participating in construction projects, year-round maintenance, and the repair of grounds, facilities and equipment. The incumbent may also be responsible for overseeing water front operations and other programs and exhibits in their assigned area, and generally assist the Parks Director with administrative functions. The work is performed over the general supervision of administrative staff. Supervision is exercised over the work of subordinate employees, volunteers, and others assigned to work in the parks. An employee in this class may be required to work hours other than the normal work week.

TYPICAL WORK ACTIVITIES:

1. Supervises and participates in building maintenance and repair activities which may include skilled plumbing, electrical, carpentry, masonry and painting;
2. Supervises and participates in major renovation and construction projects;
3. Supervises and participates in grounds maintenance including the seasonal care of trees, shrubs and flowers, ground preparation for lawn rejuvenation, planting and fertilization, and the application of pesticides;
4. Supervises and participates in the cleaning and maintenance of asphalt and dirt roads, parking lots and pathways;
5. Schedules and directs waterfront operations in accordance with established procedures and standards;
6. Supervises the collection of moneys received for admission fees, boat rentals, camping, miniature golf, special events and other park activities;
7. Oversees various activities at the park in order to insure proper park usage and to coordinate with maintenance and other activities;
8. Supervises and participates in the operation, minor repair and maintenance of motor equipment and power tools used in the parks, including dump trucks, tractors, front-end loaders, back hoes, rollers, mowers, chain saws, weed cutters, and snow plows;
9. Supervises and participates in snow and ice control activities;
10. Supervises and participates in patrolling park grounds to prevent fires, hunting, vandalism and illegal use of facilities;
11. Maintains records and prepares reports concerning park maintenance operations and equipment usage;
12. Supervises assigned personnel including conducting performance appraisals, drawing up work schedules, and participating in the hiring and discipline of employees;
13. Provides emergency first-aid at work site when necessary;
14. Assists in the preparation of the annual budget for maintenance;
15. Does related work as required.

PARK MANAGER (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices, tools, materials and safety procedures used in the maintenance and repair of buildings and equipment; good knowledge of the methods, materials, tools and equipment used in the maintenance and repair of grounds and recreation areas; good knowledge of motor equipment repair, maintenance and operation; good knowledge of road and sidewalk repair and maintenance; good knowledge of water and waste water system repair and maintenance; working knowledge of emergency first-aid practices and procedures; working knowledge of governmental record keeping and budgeting; ability to plan, supervise and evaluate the work of others; ability to communicate, both orally and in writing; ability to manage a waterfront operation; ability to read and understand diagrams and blue prints; ability to maintain accurate records and to prepare reports; ability to establish and maintain effective working relationships with employees, volunteers and other contacts; ability to work outdoors in all weather conditions; mechanical aptitude; dependability; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and:

- EITHER: (A) Four (4) years of paid work experience in park maintenance, which included responsibility for building, grounds and recreational facility repair and maintenance;
- OR: (B) Four (4) years of paid work experience which primarily involved at least two of the following trades: general construction; plumbing; electrical; automotive or equipment repair; groundskeeping;
- OR: (C) An equivalent combination of training and experience between the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

1. Possession of a valid Driver License to operate a motor vehicle in New York State at time of application, and to maintain the position.
2. An appointing authority may require New York State Pesticide Applicator Certification at time of appointment or during the probation period.
3. Incumbents must obtain certification in first-aid training within six (6) months of appointment. Such certification must remain valid to maintain position.

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ADOPTED: 01/01/96

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