

PARK SUPERINTENDENT I

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for supervising the operations and maintenance activities in one or more park areas where facilities are limited in variety and extent, or in one or more park areas not frequented by public in large numbers. Limited exercise of independent judgment within the framework of established departmental policies is required in determining work methods and priority of projects. Supervision is exercised over a number of full-time and seasonal park maintenance personnel. Incumbents may be required to provide weekend, evening and holiday coverage as scheduled. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises and assists with the year-round operations and maintenance of park facilities in an assigned location;

Supervises the cleaning and maintenance of park and picnic areas; ensures that undeveloped space designed for future use is maintained in accordance with departmental protocols;

Supervises the maintenance and repair of structures and equipment; ensures that work performed meets departmental standards;

Assigns personnel to maintenance projects; ensures that work performed is in accordance with instructions given and meets departmental standards;

Supervises the handling and depositing of monies collected in the area of responsibility; maintains records of same;

Prepares an annual budget request and work program for the area of responsibility including recommendations concerning non-recurring repairs and replacements;

Requisitions supplies and equipment; maintains records of same;

Handles inquiries and complaints from the public; handles routine issues independently, routes more complex complaints to supervisor and/or prepares correspondence for supervisory review;

Assists in establishing safety precautions in the assigned area;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Makes reports and maintains records;

May perform other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the practices and equipment associated with park operations and maintenance; good knowledge of swimming pool operations and maintenance; good knowledge of types of facilities found in public park areas; familiarity with the principles and practices of leisure recreation; ability to plan, lay out and supervise the work of others; ability to deal with others tactfully and effectively; ability to prepare accurate and concise written reports; ability to effectively use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and six years of experience where a primary function of the position was conducting the day-to-day operation and/or maintenance of parks, trails or other types of recreation areas or programs.

SUBSTITUTION: Satisfactory completion of 30 credits towards a Bachelor's Degree* or a Master's Degree* in Recreation, Park Administration, Forestry, Horticulture, or related field, may be substituted on a year for year basis for up to four years of the required experience.

SPECIAL REQUIREMENTS: (1) Possess a valid license to operate a motor vehicle in the State of New York and maintain same while in title. (2) Depending on work assignment, may be required to possess New York State Department of Environmental Conservation Pesticide Certification in the appropriate categories. (3) Depending on work assignment, must meet standards of OSHA regulation 1910.134 Respiratory Protection, and will be required to meet Federal, State and local standards with respect to health and safety. (4) Depending on work assignment must possess a certificate as a swimming pool treatment operator.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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Job Group: IX