

ASSISTANT SUPERINTENDENT OF PARKS

GENERAL STATEMENT OF DUTIES: Assists in supervising the operations and maintenance of one or more parks/facilities; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Park Superintendent, the incumbent of this position assists in supervising the construction, along with improvement, maintenance and operation of a parks/facilities complex, which includes but is not limited to wildlife preserves, historical interests, concessions, buildings, bridges, shelters, parking areas and natural areas. These responsibilities may involve or include maintenance along segments of one or more parklets. Supervision is exercised over a number of full-time and seasonal park maintenance personnel.

EXAMPLES OF WORK: (Illustrative Only)

Participates in the administration of the park maintenance and park facilities as assigned by the Superintendent;

Assists in the supervision of the year-round operation and maintenance of all parks and park facilities;

Assists in the supervision of the cleaning and maintenance of undeveloped park and picnic areas;

Assists in supervising the maintenance and repair of structures, park/grounds automotive equipment and playing fields;

Assigns personnel to maintenance projects;

Assists in the organization and administration of park/facilities operations to insure maximum efficiency;

Assists in the selection, supervision and training of staff;

Assists in budget preparation and fiscal controls and accounting;

Evaluates the effectiveness of departmental services and personnel through studies and reports;

Serves as a general assistant to the Superintendent in all matters where required;

Requisitions materials and supplies for the operation and maintenance of the parks and keeps records of income and expenditures;

May respond to complaints from the public;

May develop and oversee a park security program.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the operational and maintenance requirements of typical park facilities and equipment, including beach areas; good knowledge of the practices and equipment associated with park operations and maintenance; good knowledge of automotive equipment maintenance; good knowledge of safety precautions and measures applicable to the park; good knowledge of the principles, practices and techniques of park management good knowledge of construction trades in order to coordinate building projects; familiarity with swimming pool operations and maintenance; ability to plan, organize and direct the work of subordinates in a variety of park occupations; ability to meet the public and give information regarding park regulations and facilities' ability to maintain adequate records of park operation; ability to prepare and submit detailed reports of park operations; ability to read and understand diagrams and blueprints; ability to deal with others tactfully and effectively; initiative; good judgment; reliability; creativity; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from a recognized college or university with a Bachelor's Degree in Forestry, Parks Administration, Recreation or Leisure Studies and one (1) year of experience in the operation and maintenance of parks or other types of recreation areas/facilities; or (b) graduation from high school or trade school or possession of a high school equivalency diploma and five (5) years of experience as stated in (a) above: or (c) a satisfactory equivalent combination of the foregoing training and experience.