

PARK SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, an incumbent of this position is responsible for the supervision of construction, improvement, maintenance and operation of one or more parks/facilities, which includes but is not limited to wildlife preserves, historical sites, concessions, park buildings, bridges, shelters, parking areas and natural areas. These responsibilities may also include maintenance along segments of one or more trail ways, walking paths, or bike paths. The exercise of independent judgment within the framework of established departmental policies is required to determine work methods and prioritization of projects. Supervision is exercised over a Park Foreman and several full-time labor and maintenance employees, as well as seasonal labor and maintenance personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises the operation and maintenance of all parks and facilities including boating and docking services, fishing, bathing and swimming services, cabana and apartment rental, food preparation and a variety of vending services, buildings and grounds maintenance and security patrol;

Supervises the maintenance and repair of structures, automotive equipment and related equipment;

Supervises the collection of fees and their deposit or transmittal to the administration;

Supervises the cleaning and maintenance of undeveloped park and picnic areas;

Assigns personnel to maintenance projects;

Conducts periodic inspections of all park areas and facilities;

Makes note of deficiencies in operation or condition of facilities, and issues verbal or written orders to correct;

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

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

Prepares specifications for purchase of equipment and supplies;

Responds to complaints from the public;

Recommends improvements for various facilities such as docks, trails, buildings, shelters, activity features;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Coordinates and schedules various work programs to enable orderly development and completion of park property;

Assists in establishing safety precautions in the assigned area;

Makes reports and maintains records;

Supervises the work of Park Foreman, maintenance and seasonal personnel.

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

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 effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to communicate clearly and concisely both orally and in writing; ability to read, write, understand, and communicate in English sufficiently to perform the essential functions of the position; 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: Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience where a primary function of the position was the conduct of day-to-day operation and/or maintenance of parks, trails or other types of recreation areas or facilities.

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Bachelor's Degree* or a Master's Degree* in Parks Administration, Recreation, Leisure Studies, Forestry, Horticulture, or a related field, may be substituted on a year for year basis for up to four (4) years of the required experience.

*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENT: Depending on assignment, if the employee is required to operate automotive equipment, he/she must possess, at time of appointment, a valid license to operate a motor vehicle in New York State that is appropriate to the equipment being operated. The appointing authority is responsible for ensuring that these conditions are met at time of appointment and throughout employment.