

ASSISTANT PARK SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a Park Superintendent, an incumbent of this position is responsible for operations and maintenance in one or more park areas. This position is typically located in a park which is frequented by the public in large numbers and which usually provides several types of facilities. Incumbents usually rotate from one park to another on the Park Superintendent's "days off." The incumbent's responsibilities may include maintenance along segments of one or more parkways or trails. Incumbents exercise limited independent judgment within the framework of established departmental policies in determining work methods and priorities. Supervision is exercised over a number of full-time and seasonal park and/or parkway maintenance personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the supervision of the year-round operations and maintenance of parks and/or parkway facilities in assigned area;

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

Assists in the maintenance and repair of structures and automotive equipment;

Assigns personnel to maintenance projects;

Supervises the handling and depositing of monies collected in area of assignment;

Assists in preparing an annual budget request for the area of assignment including recommendations concerning non-recurring repairs and replacements;

Requisitions supplies and equipment;

Maintains effective relationships with the public;

Assists in establishing safety precautions in the assigned area;

Acts for Park Superintendent or Recreation Supervisor in their absence;

May pick up litter, clean rest rooms or other such tasks if observed as being unattended to;

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

May perform other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the practices and equipment associated with park and parkway operations and maintenance; familiarity with the types of facilities found in public park areas; familiarity with swimming pool operation and maintenance; 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

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd.)

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: Either (a) Bachelor's Degree* in Parks Administration, Recreation, Forestry or Horticulture and one year of experience in which a primary function of the position was in the operation and/or maintenance of parks, trails or other types of recreation areas; (b) high school or equivalency diploma and five years of experience as stated in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a) and (b).

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.

NOTE: Experience gained on a road maintenance crew is not considered "park operating and maintenance" experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

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

SPECIAL REQUIREMENTS: (1) Possession of a valid New York State Motor Vehicle Operators license at time of appointment. (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.