

DIRECTOR OF OPERATIONS (PRC)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this class plans, manages and directs, through subordinate managers, the maintenance and operations of Park Division Facilities in the Department of Parks, Recreation and Conservation (including Playland, County Center, Golf Courses, Conservation facilities and all Parks), and in addition directs the operation and maintenance of special department facilities such as, but not limited to, the Ice Casino at Playland Park, Blue Mt. Sportsman Center and Willson's Woods Park Aquatic Facility. The incumbent is responsible for developing, implementing and administering a long term maintenance program and acts as a consultant for the Commissioner on all aspects of operations related to the Parks Division. The incumbent further reviews and evaluates all Division capital and non-recurring repair and replacement projects and oversees the execution and progress of all capital and major repair projects. Supervision is exercised over a large number of supervisory and maintenance personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs, through the Parks Director, Program Administrators and Recreation Supervisor, the following: Operation, maintenance and repair of all assigned facilities; installation of all amenities and the maintenance equipment used in servicing them, determining whether work is best done by the in-house forces, by the Department's Central Facilities Division or under contract; continuing a program of inspection of all facility amenities and equipment with emphasis on preventive maintenance, pre-planning, and estimating of maintenance and repair work; accumulation of data related to the inspections and the analysis of costs and associated revenue; maintenance of and inventory of physical assets, and the orderly scheduling of repair and replacements, as required;

Advises and consults regularly with facility managers on all major aspects of operations related to the Parks Division, including the specialized recreation facilities at the Blue Mt. Sportsman Center, Willson's Woods Park Aquatic Facility and Ice Casino;

Confers periodically with Department division heads and administrators to review long-term physical needs related to program developments, to effectively plan long- and short-range facilities and capital construction requirements, formulating and maintaining the long-range facilities plans;

Reviews and evaluates all capital and non-recurring repair and replacement project requests for all assigned facilities and makes recommendations;

Reviews and approves plans and specifications for approved capital projects in consultation with the Department of Public Works;

Reviews physical facility maintenance plans regularly, noting unusual problems, changes in priority, or major procedural or strategic challenges;

Recommends appropriate departmental strategies, plans, processes and procedures, and assists in budget preparation;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Acts as required in maintenance, repair, capital construction and Non-Recurring Repair and Replacement matters as consultant, coordinator and expediter;

Assists and provides information to the Department of Public Works, Planning Department, Capital Projects Committee, Budget Office, Health Department, Consulting Engineers, Architects and Contractors;

Directs assigned division directors and Park Superintendents in forecasting and scheduling labor requirements;

Works closely with subordinate staff in developing and revising standards, specifications and practices, so that Department performance-based standards are used wherever possible;

Directs the preparation and submission of the Parks Division and Special Facilities budget and the control of expenditures;

Makes special studies as directed and submits reports.

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.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of administrative techniques and practices; thorough knowledge of institution planning, facility operation and maintenance; thorough knowledge of standards and effective operation of a wide variety of Parks Department services; good knowledge of the theory and practice of budgeting and financial record keeping, supervision and administrative control; ability to effectively plan, lay out and direct the work of others; ability to solve administrative planning and coordinating problems; ability to delegate responsibility and to exercise control through program and procedural planning, the review of exceptional or emergency problems, and the review of regular reports from Division operating units; ability to prepare and present reports either orally or in writing; ability to effectively use computer applications 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 in developing and implementing maintenance plans and plans for the future needs of special facilities, their servicing and maintenance; tact in dealing with contractors, suppliers, the general public, staff and other divisional and departmental personnel; integrity; thoroughness; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Parks and Recreation or a closely related field and six years experience where the primary function of the position was the supervision, coordination, operation and maintenance of parks and special park facilities and/or buildings.

*SPECIAL NOTE: Education beyond the secondary 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.

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