

GENERAL MANAGER - PLAYLAND

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, the incumbent plans, coordinates and manages the maintenance program and general operation of the physical property at Playland Park. The incumbent is responsible for planning, coordinating and directing all maintenance projects for all areas at Playland. Supervision is exercised over a large number of maintenance personnel through lower ranking supervisory employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Develops policies for the operation of the Park concerning construction and maintenance;

Directs the operation, maintenance and construction at Playland including the bathhouse, swimming pool, parking fields, boardwalks, game areas, restaurants, cafeterias and concessions;

Plans for changes and improvements in the existing facilities or the creation of new facilities and activities;

Plans and directs the maintenance and repair of the Playland buildings, structures, equipment and grounds;

Prepares (rough) plans and specifications for minor alterations; reviews and evaluates plans and specifications for major projects;

Inspects maintenance, repair and installation projects, including capital and major projects and recommends acceptance or rejection of work as completed;

Plans maintenance projects for the most efficient and effective allocation of staff, material and time, and to meet maintenance and repair needs;

Responsible for training and discipline of all employees in maintenance and operations management of Playland;

Contacts suppliers for the purchase of operating and maintenance equipment and supplies, obtains bids and prepares requisitions;

Reviews and evaluates all budget requests for the maintenance, repair and operation of buildings equipment and facilities; determines budget needs and submits requests;

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 the methods and materials of building, grounds and facilities maintenance, repair and operations; thorough knowledge of construction estimating, including relative cost-of materials relating to useful life; good knowledge of specification writing; good knowledge of budgeting in construction field; skill in computations for cost estimating and specifications; ability to plan and implement a long range maintenance and repair program; ability to supervise a large number of maintenance, repair and operations personnel; 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) a Bachelors Degree* in engineering, building, electrical, mechanical, construction or civil technology or facilities management and five years in building, grounds and equipment maintenance, one year of which must have been in a supervisory capacity; or (b) high school diploma and ten years experience in building, grounds and equipment maintenance, including one year of supervisory experience.

SUBSTITUTIONS: College education, with a major in the fields in (a) may be substituted at the rate of 30 credit hours for one year of experience, up to a maximum of four years of the general experience. There is no substitution for the supervisory 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 must be from an institution accredited or recognized by the Board of Education of the New York State Education Department as a post-secondary, degree-granting institution.