

PARK SUPERINTENDENT I

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent supervises operations and maintenance in an assigned area of the park system. An incumbent is responsible for the operations and maintenance in one or more park areas where facilities are limited in variety and extent, or in one or more park areas not frequented by public in large numbers. Limited exercise of independent judgment within the framework of established departmental policies is required in determining work methods and priority of projects. Supervision is exercised over a number of full-time and seasonal park maintenance personnel. Incumbents may be required to provide weekend, evening and holiday coverage as scheduled. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises and assists with the year-round operations and maintenance of park facilities in the assigned area;

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

Supervises the maintenance and repair of structures and equipment;

Assigns personnel to maintenance projects;

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

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

Requisitions supplies and equipment;

Handles complaints from the public;

Assists in establishing safety precautions in the assigned area;

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

Makes reports and maintains records;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the practices and equipment associated with park operations and maintenance; good knowledge of swimming pool operations and maintenance; good knowledge of types of facilities found in public park areas; 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 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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd.)

duties of the position; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and six years of experience where the primary function of the position was the conduct of day-to-day operation and/or maintenance of parks, or other types of recreation areas or programs.

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Bachelor's Degree* in Recreation, Park Administration, Forestry, Horticulture, or related field, may be substituted on a year for year basis for up to 4 years of the above stated experience.

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. (4) Depending on work assignment must possess a certificate as a swimming pool treatment operator.

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 recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.