

## PARK SUPERINTENDENT II

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent is responsible for the 12 month operation and maintenance of one or more park areas frequented by the public in large numbers and which generally provide a variety of facilities. The Park Superintendent ensures that facilities are safe, attractive and maintained in an environmentally sound manner. The position involves the exercise of independent judgment in determining work methods and priorities within the framework of established department policies. Advice is available from the District Park Director and departmental consultants. The position differs from the Park Superintendent I in the variety of facilities managed and in contact with the public. Supervision is exercised over a large number of full time and seasonal employees. Incumbents may be required to provide weekend, evening and holiday coverage as scheduled. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Supervises the year-round operation and maintenance of parks and park facilities, including automotive equipment, pool, playground etc., to ensure that they are safe, clean and appropriately maintained for public enjoyment, in accordance with local codes and park policies;

Assigns, supervises, monitors and may participate in the work of maintaining and operating the parks, including automotive equipment, pool filtration systems, etc. to ensure a safe, healthy environment;

Supervise the performance of work to ensure that standards are met in safety, efficiency and environmental protection;

Inspects facilities regularly to determine maintenance needs;

Supervises collection, recording and deposit of monies and monitors issuance of various tickets, passes, permits, etc. to ensure accuracy and compliance with departmental policy and accepted accounting practices;

Prepares various budgets, including Non-Recurring Capital, Operating and Equipment, in accordance with department guidelines to maintain smooth, efficient operation;

Requisitions supplies and equipment and monitors spending to ensure that it remains within budgeted limits;

Hire, train, direct and evaluate seasonal and full-time staff to improve productivity, safety and compliance with established procedures for improvement of operations and maintenance;

Prepares reports and maintains records to comply with departmental, county and other requirements;

Receives and answers complaints, questions, compliments for the purpose of improving quality of service and enhancing image of department and County;

Assists, directs and develops special events sponsored by the County and supervises maintenance and crowd control;

EXAMPLES OF WORK: (Cont'd)

Ensures that safety rules and regulations and conservation standards are adhered to by park patrons and staff according to established policies, laws for the well being of all and the preservation and protection of natural areas;

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 practices and equipment associated with park and the parkway operations and maintenance; thorough knowledge of swimming pool operations and maintenance; thorough knowledge of the types of facilities found in public park areas; good knowledge of the principles and practices of leisure recreation; good knowledge of automotive equipment maintenance; ability to plan, lay out and supervise the work of others; ability to handle large crowds tactfully and effectively; ability to prepare accurate written reports; ability to maintain cash receipts records; ability to effectively use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; 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: High school or equivalency diploma and eight years of responsible experience in which the primary function of the position was in the operation and maintenance of parks, or other types of recreation areas or programs.

SUBSTITUTION: Satisfactory completion of 30 credits\* towards a Bachelor's Degree\* in Recreation, Parks Administration, Forestry, Horticulture, or closely related field, may be substituted on a year for year basis for up to four 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.

\*SPECIAL NOTE: Education beyond the secondary must be from an institution accredited or recognized 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.

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Job Class Code: C0751  
Job Group: X