

### PARK SUPERINTENDENT III

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of appropriate PRC personnel management, this position supervises the 12 month operation and maintenance of one of the County's busiest parks, Tibbetts Brook, Glen Island, Croton Point or the Bronx River Parkway Reservation. This is the highest of the three grades of Park Superintendent. It differs from the Park Superintendent I and II in the size of the budget and the number of users. This being the highest level of the series, there is considerable leeway for the exercise of independent judgment within the framework of major departmental policies. Supervision is exercised over a large number of full-time and seasonal park and parkway 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 the year-round operation and maintenance of parks and park facilities, including automotive equipment, pools, beaches, playgrounds, etc., to ensure that they are safe, clean and appropriately maintained for public enjoyment, in accordance with 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;

Supervises 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;

Recruits, trains, directs and evaluates 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;

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

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

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 parkway operations and maintenance; thorough knowledge of swimming pool operations and maintenance; thorough knowledge of the types of facilities found in public park areas; thorough knowledge of the principles and practices of leisure recreation; 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 functions of the position; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Bachelor's Degree\* in Recreation, Park Administration, Forestry, Horticulture or related field and five years of experience where the primary function of the position was in the day-to-day operation and maintenance of parks or other types of recreation areas or programs; or (b) high school or equivalency diploma and ten years 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).

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.

SPECIAL REQUIREMENTS: Possession of a valid New York State motor vehicle operator's license at the time of appointment. Depending on work assignment may be required to possess New York State Department of Environmental Conservation Pesticide Certification in the appropriate categories. Possession of a certificate as a swimming pool treatment operator if assigned to a park with a swimming pool. 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.

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Job Class Code: C0752  
Job Group: XI