

PARK SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: This is facilities operation and management work of a moderately complex level involving responsibility for the management the County Park facilities. Responsibilities include efficient and economical use of personnel and materials in the maintenance and repair of park grounds, park buildings, beach facilities and equipment. Consistent with the provisions of the Putnam County Charter, an incumbent of this class is authorized to act generally for and in place of the Commissioner of Highways and Facilities. Supervision is exercised over the activities of park maintenance workers and subordinate employees, including but not limited to Lifeguards, Laborers and part-time seasonal help. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Manages County Park facilities including its use by local organizations, community groups and the public;
Plans and directs a preventative maintenance program for all park buildings, grounds equipment and facilities;
Hires and supervises park lifeguards, maintenance workers, seasonal and part time employees assigned to park staff;
Responsible for all recordkeeping, such as materials used on projects, equipment and personnel timesheets;
Establishes and enforces all park rules and regulations and oversees the issuance of park permits;
Oversees the care of the beach, lawn, pathways, trails, shrubbery, flowers, etc. ;
Regulates wild animal populations such as deer, geese and lake and stream fish in accordance with New York State Department of Environmental Conservation control regulations and guidelines;
Oversees the removal, trimming, planting, spraying and cabling of trees;
Requisitions all equipment and supplies;
Investigates all park complaints by citizens pertaining to the park;
Operates a variety of motor equipment in connection with maintenance and repair duties;
Instructs and supervises subordinate personnel with regard to the safe use of equipment;
Patrols and inspects the park to guard against vandalism and destruction;
Assists with snowplowing and sanding of parking lots and roads;
Assists with mowing lawns, brush cutting and weed clearing;
Assists with cleaning of bathrooms and office building, the raking of leaves on both beach and playground areas;
Performs a variety of related activities as required.

PARK SUPERINTENDENT (cont'd)

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of management and operational techniques relative to the use and scheduling of park facilities; thorough knowledge of general maintenance and repair practices related to park and beach maintenance activities; good knowledge of the principles and practices of supervision; good knowledge of power tools and equipment; good knowledge of the principles, practice and terminology of a facility maintenance program; good knowledge of the principles and practices of safety, particularly as related to public parks and buildings and grounds work; ability to maintain clear and accurate records; ability to relate and work well with subordinates and the public; tact; courtesy.

MINIMUM QUALIFICATIONS: Either

- a) Masters Degree in Park Management, Natural or Wildlife Resources or a closely related field; or
- b) Bachelors Degree in Park Management, Natural or Wildlife Resources or a closely related field and two (2) years of experience in park management and maintenance, one (1) year of which shall have been in a responsible administrative or supervisory capacity; or
- c) An equivalent combination of training and experience as indicated above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SPECIAL REQUIREMENT: Possession of a valid New York State drivers license appropriate for the type of motor vehicle being operated. If assigned to drive heavy motor equipment as defined by the Commercial Motor Safety Act, incumbent will be required to possess a Commercial Drivers License (CDL) with required endorsements. Under New York State law, applicants for the CDL must be twenty-one (21) years of age.