

PARK DISTRICT SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory work involving responsibility for the efficient and economical use of personnel and materials in the maintenance and repair of park grounds, beach facilities and equipment with direct participation throughout the year. Work is performed under general supervision of the appropriate governing authority. Direct supervision is exercised over the activities of Park Maintenance Workers and subordinate employees including but not limited to lifeguards, laborers and summer help. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises and coordinates activities of workers engaged in maintenance of district park areas;
Supervises and/or participates in the repair and maintenance of park district buildings and equipment;
Prepares a schedule of use for park district facilities;
Supervises lifeguards, laborers and additional help hired during peak seasons;
Issues annual beach tags and enforces all park and beach rules and regulations;
Supervises the care of the beach, lawns, pathways, shrubbery, flowers, etc.;
Requisitions supplies;
Investigates all complaints of citizens pertaining to park;
Maintains employee time records;
Makes periodic inspection of lake and lake dam, where applicable;
Assists with the application of chemicals into lake to help control algae growth, where applicable;
May patrol park to guard against vandalism and destruction;
Performs a variety of related activities as required.

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 & PERSONAL

CHARACTERISTICS: Thorough knowledge of park and beach maintenance activities; good knowledge of tools and equipment; ability to supervise the work of others; ability to keep records and make reports.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school or possession of a comparable diploma, and two (2) years of full time experience or its part time/volunteer equivalent in park or beach maintenance work, one (1) year of which shall have been in a supervisory capacity; or

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- b) Four (4) years of full time experience or its part time equivalent in park or beach maintenance work, two (2) of which shall have been in a supervisory capacity; or
- c) An equivalent combination of training and experience as indicated in a) and b) above.

SUBSTITUTION NOTE: Post-secondary level education may be substituted for one (1) year of the required experience indicated above on the basis of thirty (30) college credits per year of experience.

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.