

PARK SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: This is facilities operation and management work of a moderate level involving responsibility for the management of a park and/or recreation facility area or areas of a town. The incumbent is responsible for the efficient and economical use of personnel and materials in the operation, maintenance and repair of park or recreational facility grounds, buildings, facilities, equipment, beaches, trails, etc. Work is performed under general supervision of the Town Board and Town Supervisor, with wide leeway allowed for independent judgment in carrying out the details of the work. 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 park(s) and recreational facility area(s) as assigned, including use by local organizations, community groups and the public;

Plans and directs a preventative maintenance program for all park buildings, grounds equipment and facilities;

Supervises park lifeguards, maintenance workers, seasonal and part time employees in assigned area(s);

Responsible for all recordkeeping, such as materials used on projects, equipment and personnel timesheets relative to assigned area(s);

Enforces all Town rules and regulations relative to assigned area(s);

Oversees the issuance, distribution, and monitoring of residence and usage permits;

Oversees the care of the beach, lake, 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;

Requisitions equipment and supplies as needed;

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 assigned area(s) 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.

PARK SUPERINTENDENT (cont'd)

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of management and operational techniques relative to the use and scheduling of park and recreational facilities; good 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 establish and maintain effective working relationships with colleagues, subordinate personnel, and the public; tact; courtesy.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a comparable diploma and supervisory experience relating to park or recreational facilities management or maintenance.

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 REQUIREMENTS:

1. 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.
2. Residency in an appropriate area, as determined by the Town Board and Town Supervisor.