

VR 20955



VACANCY RELEASE/BUDGET APPROVAL FORM

VR Type: Single VR ☐ **Approver's User ID:** KAMV

Agency: 42 **Org:** 3250 **Pos. ID:** 0001657 **Grade:** C10 **Pay Policy:** CSEA

Juris Class: 02 **Juris Class Desc:** NON-COMPETITIVE

Department: PARKS, RECREATION & CONSERVATION **Vacancy: %** 100

Job Class Code: C2409 **Salary: \$** \$68,010.00

Physical Location of Job: YONKERS, NY

Budgeted Position: SR MAINT MECH III(GROUN **Check if Added Starter (See Funding)** ☐

Vacancy Caused By: Back-Fill Due To Promotion ☐

Explain:
POSITION IS VACANT DUE TO PROMOTION OF [REDACTED] EFFECTIVE 2/6/2023.

Commissioner: KATHLEEN O'CONNOR **Date:** 3/6/2023

COMPLETE TO REQUEST AUTHORIZATION TO FILL

Is this a list appointment? ☐

How will position be filled: Outside Recruitment ☐

Explain:
POSITION WILL BE POSTED. ALL QUALIFIED APPLICANTS FROM WITHIN THE COUNTY AND OUTSIDE RECRUITMENT WILL BE CONSIDERED.

If position to be filled parenthetically, enter job class code: _____

Effective Date Requested: 3/20/2023 **Date** (Minimum 2 week lead time)

Why must position be filled:
GOLF SEASONAL IS OPENING THIS MONTH, POSITION IS NECESSARY TO PROVIDE SUPERVISION OVER THE MTCE STAFF AND FULL OPS OF MTCE OF THE GOLF COURSE ON A DAILY BASIS. PREPARING THE GREENS, FAIRWAYS, TEES, PATHWAYS ETC.

How will funding be provided: Budgeted Funds ☐ Tax Levy ☐

Explain: **Explain:**

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B G T	Reviewed by Budget Analyst: DSO3	Review Date: 3/6/2023
	Budget Director: MAMX	Recommends: APPROVAL TO FILL
	Review Date: 3/10/2023	Effective Dates From: 3/20/2023
	To: 9/20/2023	Date:

H R	Reviewed by HR Analyst: EMRC	Date: 3/20/2023
	HR Compliance Review:	
	Reviewed by HR Commissioner: HQM1	Date: 3/21/2023

C E	Resolution: APPROVAL	
	Reason:	
	County Executive Liaison:	Date:
	County Executive/Deputy County Executive: KWJ7	Date: 3/21/2023

Submit this form when you have completed the Originating Department section. If you want to attach supporting documents, you may do so from the Originator queue in Workflow.

Rev. 03/02/2018

Submit

Reset

VR# 20955 sent 3/6/23.

Westchester
gov.com

job posting 3/6/23

Memorandum

Department of Parks, Recreation
& Conservation

March 6, 2023

To: Helen May
Acting Commissioner, Department of Human Resources

Lawrence Soule
Budget Director

From: Kathleen O'Connor
Commissioner

Re: Senior Maintenance Mechanic III (Grounds)
Org. No. 42-3250 Position No. 000-1657
Vacancy Release Request

c 2409

We are requesting your approval to fill the vacant position of Senior Maintenance Mechanic III (Grounds), J.G. 10, 42-3250, Position Number 000-1657, assigned to Sprain Lake Golf Course for the Department of Parks, Recreation & Conservation.

This vacancy is due to the recent promotion of [REDACTED] effective 2/6/2023. It is crucial to fill this position at this time as the golf season is about to open and supervision over the maintenance staff and the full operation of the maintenance of the golf course is needed on a daily basis. Preparing the greens, fairways, tees, pathways etc. must be attended to now that the winter season has ended and repairs are needed after damage from the winter weather.

The duties and responsibilities of the Senior Maintenance Mechanic III (Grounds) include but are not limited to:

- Supervise and lead maintenance staff on golf course maintenance and repair
- Schedule and plan for planting and application of chemicals
- Oversee and maintain equipment and supplies needed for proper pest control
- Licensed and certified in pesticide and chemical usage
- Knowledge of landscaping and grading
- Knowledge and experience of irrigation systems and computerized controls

- Prepare and maintain operating budget for course
- Work with contractors and other vendors on capital projects or major repairs

As the season is about to begin, your approval of this vacancy release request is greatly appreciated.