

PARK SUPERINTENDENT I

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for supervising the operations and maintenance activities in one or more park areas where facilities are limited in variety and extent, or in one or more park areas not frequented by public in large numbers. Limited exercise of independent judgment within the framework of established departmental policies is required in determining work methods and priority of projects. Supervision is exercised over a number of full-time and seasonal park 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 and assists with the year-round operations and maintenance of park facilities in an assigned location;

Supervises the cleaning and maintenance of park and picnic areas; ensures that undeveloped space designed for future use is maintained in accordance with departmental protocols;

Supervises the maintenance and repair of structures and equipment; ensures that work performed meets departmental standards;

Assigns personnel to maintenance projects; ensures that work performed is in accordance with instructions given and meets departmental standards;

Supervises the handling and depositing of monies collected in the area of responsibility; maintenance records of same;

Prepares an annual budget request and work program for the area of responsibility including recommendations concerning non-recurring repairs and replacements;

Requisitions supplies and equipment; maintains records of same;

Handles inquiries and complaints from the public; handles routine issues independently, routes more complex complaints to supervisor and/or prepares correspondence for supervisory review;

Assists in establishing safety precautions in the assigned area;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Makes reports and maintains records;

May perform other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the practices and equipment associated with park operations and maintenance; good knowledge of swimming pool operations and maintenance; good knowledge of types of facilities found in public park areas; familiarity with the principles and practices of leisure recreation; ability to plan, lay out and supervise the work of others; ability to deal with others tactfully and effectively; ability to prepare accurate and concise written reports; ability to effectively use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and six years of experience where a primary function of the position was conducting the day-to-day operation and/or maintenance of parks, trails or other types of recreation areas or programs.

SUBSTITUTION: Satisfactory completion of 30 credits towards a Bachelor's Degree* or a Master's Degree* in Recreation, Park Administration, Forestry, Horticulture, or related field, may be substituted on a year for year basis for up to four years of the required experience.

SPECIAL REQUIREMENTS: (1) Possess a valid license to operate a motor vehicle in the State of New York and maintain same while in title. (2) Depending on work assignment, may be required to possess New York State Department of Environmental Conservation Pesticide Certification in the appropriate categories. (3) 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. (4) Depending on work assignment must possess a certificate as a swimming pool treatment operator.

*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.

PARK SUPERINTENDENT II

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent is responsible for the 12-month operation and maintenance of one or more park areas frequented by the public in large numbers and which generally provide a variety of facilities. The Park Superintendent ensures that facilities are safe, attractive and maintained in an environmentally sound manner. The position involves the exercise of independent judgment in determining work methods and priorities within the framework of established department policies; however direction is available from departmental managers as needed. The position differs from the Park Superintendent I in the variety of facilities managed and in contact with the public, and from Park Superintendent III by scope and complexity of work, as well as size of park, respective programming and budget size. Supervision is exercised over a large number of full-time and seasonal employees. 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, playgrounds etc., to ensure they are safe, clean and appropriately maintained for public enjoyment, in accordance with local codes and departmental 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 for patrons;

Supervises the work off staff in all park areas to ensure that standards are met in safety, efficiency and environmental protection;

Inspects facilities regularly to determine maintenance needs; makes recommendations on same;

Supervises the collection, recording and deposit of monies and monitors the issuance of various tickets, passes, permits, etc. to ensure accuracy and compliance with departmental policy and accepted accounting practices;

Prepares various budgets, (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 compliance with productivity, safety and compliance protocols and procedures, and to increase the efficiency of operations;

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 safety rules, regulations, and conservation standards are adhered to by park patrons and staff according to established policies and 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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the practices and equipment associated with park and the parkway operations and maintenance; thorough knowledge of swimming pool operations and maintenance; thorough knowledge of the types of facilities found in public park areas; good knowledge of the principles and practices of leisure recreation; good knowledge of automotive equipment maintenance; 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; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and eight years of progressively responsible experience in which a primary function of the position was the operation and/or maintenance of parks, trails or other types of recreation areas or programs.

SUBSTITUTION: Satisfactory completion of 30 credits towards a Bachelor's Degree* in Recreation, Park Administration, Forestry, Horticulture or a related field may be substituted on a year for year basis for up to four years of the required experience. Satisfactory completion of a Master's Degree* in one of the aforementioned fields may be substituted on a year for year basis for up to one additional year of the required experience.

SPECIAL REQUIREMENTS: (1) Possess a valid license to operate a motor vehicle in the State of New York and maintain same while in title. (2) Depending on work assignment, may be required to possess New York State Department of Environmental Conservation Pesticide Certification in the appropriate categories. (3) 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. (4) Depending on work assignment, must possess a certificate as a swimming pool treatment operator.

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

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 and is distinguished from the Park Superintendent I and II by the size of the budget and the number park patrons. 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 the 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 compliance with productivity, safety and compliance protocols and procedures, and to increase the efficiency of operations;

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.

FULL PERFORMANCE 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; 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 a primary function of the position was in the day-to-day operation and/or maintenance of parks, trails or other types of recreation areas or programs; or (b) possession of a high school or equivalency diploma and nine years of experience as defined in (a).

SUBSTITUTION: Satisfactory completion of 30 credits towards a Bachelor's Degree* in Recreation, Park Administration, Forestry, Horticulture or a closely related field may be substituted on a year for year basis for up to four years of the required experience. Satisfactory completion of a Master's Degree* in one of the aforementioned fields may be substituted on a year for year basis for up to one additional year of the required 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: (1) Possess a valid license to operate a motor vehicle in the State of New York and maintain same while in title. (2) Depending on work assignment, may be required to possess New York State Department of Environmental Conservation Pesticide Certification in the appropriate categories. (3) 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. (4) Possession of a certificate as a swimming pool treatment operator if assigned to a park with a swimming pool.