

ORANGE COUNTY CLASS SPECIFICATION

TITLE: ASSISTANT PARK MAINTENANCE SUPERVISOR **GRADE:** 13

TITLE ABBREVIATION: A/PK MAINT SUPV **TITLE NO.:** 6109

JURIS.CL: C **SALARY CODE** 01 **EEO CODE:** SM **FLSA CODE:** NE

DEPARTMENT: PARKS **DIVISION:** MAINTENANCE

SUPERVISOR'S TITLE: PARK MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for worksite supervision, instruction and performance of a variety of construction, maintenance and repair tasks throughout the parks system. Work is performed under the general supervision of the Park Maintenance Supervisor, with considerable leeway allowed for the exercise of independent judgment in planning and carrying out work details. Direct worksite supervision is exercised over the work of Park Maintenance Leaders and subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Plans, directs and participates in the construction, maintenance, repair and remodeling of park buildings;
2. Plans, directs and participates in the installation and maintenance of various recreational facilities;
3. Plans, directs and participates in the maintenance and repair of automotive and other operating equipment;
4. Directs and participates in landscaping and grounds maintenance activities;
5. Submits requisitions for needed materials, supplies and equipment;
6. Plans and directs the work of seasonal and subordinate employees;
7. Operates and instructs others in the safe and efficient operation of automotive and motorized equipment;
8. Maintains records of daily activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the materials, equipment and practices utilized in park system maintenance and construction; good knowledge of the principles and practices of landscaping and grounds maintenance; skill in basic carpentry, painting, masonry, roofing, minor plumbing and electrical repair; ability to provide supervision and instruction to others; ability to follow oral and written instructions; ability to plan and supervise park construction and maintenance activities; ability to develop and maintain cooperative working relationships; mechanical aptitude; willingness to perform manual labor; dependability; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree or higher in Engineering Science, Construction Technology, Architecture, Recreation and/or Parks Management or a related field and three (3) years of experience in park maintenance or construction activities which included the operation of heavy equipment, one (1) year of which shall have included supervisory experience; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as defined in (A) above.

SPECIAL REQUIREMENT: Must possess and maintain a valid driver's license.

REVISED: 5/22/13 AT