

ORANGE COUNTY CLASS SPECIFICATION

TITLE: DIRECTOR OF PARK CONSTRUCTION AND MAINTENANCE **GRADE:** 17

TITLE ABBREVIATION: DIR PK CON MAINT **TITLE NO.:** 6354

JURIS.CL: C **SALARY CODE:** 01 **EEO CODE:** OA **FLSA CODE:** AD

DEPARTMENT: PARKS, RECREATION & CONSERVATION **DIVISION:**

SUPERVISOR'S TITLE: COMMISSIONER OF PARKS, RECREATION & CONSERVATION

DISTINGUISHING FEATURES OF THE CLASS: This is important administrative and supervisory work responsible for all construction and maintenance activities within the Orange County Parks system. Position is responsible for the supervision and coordination of all projects being undertaken by the Park Maintenance Supervisor, Horticultural Supervisor, and the Golf Course Superintendent. Incumbent also has direct involvement in the policy making, personnel decisions, safe operation of all facilities, decision making for the upgrading of existing areas and the planning and design of new work. Work is performed under the general direction of the Commissioner of Parks, Recreation and Conservation. Does related work as required.

TYPICAL WORK ACTIVITIES

1. Plans, organizes and directs construction and maintenance projects within the County Park system;
2. Coordinates and supervises the activities of assigned personnel and the use of materials and equipment in the construction and maintenance of county park facilities;
3. Oversees the maintenance operation of the Golf Courses and has direct involvement in decision making with regard to capital projects, personnel actions, major construction undertakings, and natural disasters (e.g. flood);
4. Reviews and recommends action with regard to the process for beautification programs, upgrading of existing areas, layout for new work and direction into types of projects to be proposed and brought to completion;
5. Supervises and participates in all construction projects being undertaken with the Park system;

6. Plans, organizes and directs all snow removal and ice control activities;
7. Oversees all park maintenance activities with direct responsibility for policy making, scheduling of employees for seasonal changes in operation, and insuring the safe and efficient operation of all facilities.
8. Reviews and recommends action pertaining to studies for improving Park services and facilities and reviews the goals of various projects to identify progress;
9. Maintains operating records and produces periodic reports, cost estimates and specifications.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of modern methods and techniques of building construction; thorough knowledge of the materials, equipment and practices of park construction and maintenance; thorough knowledge of the equipment, materials, tools, terminology and safety precautions used in road construction; good knowledge of the principles and practices of golf course construction; good knowledge of modern principles and practices of forestry and landscape architecture; ability to plan, organize and supervise the work of others; 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 in Engineering Science, Construction Technology, or related field and six (6) years of experience in construction and/or maintenance work, two (2) of which shall have been in a supervisory capacity; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and eight (8) years of experience as defined in (A) above.