

## **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 administrative and supervisory position is 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 Superintendents. Incumbent also has direct input 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;

- Continued -

6. Plans, organizes and directs all snow removal and ice control activities;
7. Oversees all park maintenance activities with direct input 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 improving Park services and facilities and monitors progress of various projects, making manpower, material and equipment adjustments as necessary.
9. Maintains operating records and produces periodic reports, cost estimates and specifications.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of **industry standards for means & methods 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 parking lot & road construction; thorough knowledge of the principles and methods of park structures construction; working 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; functional proficiency in Microsoft Outlook, Word and Excel.

**MINIMUM QUALIFICATIONS:**

- (A) Associate's degree or higher, in Engineering Science, Construction Technology, or related field and six (6) years of experience in construction and/or maintenance work, three (3) 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.

**Note:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.