

ORANGE COUNTY CLASS SPECIFICATION

TITLE: PARK MAINTENANCE SUPERVISOR **GRADE:** 16

TITLE ABBREVIATION: PK MAINT SUPV **TITLE NO.:** 6486

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

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

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

DISTINGUISHING FEATURES OF THE CLASS: The work involves supervisory responsibility for planning, directing and coordinating the construction and maintenance activities of the County park system. Work is performed in accordance with general policies, principles and objectives outlined by the Commissioner of Parks, Recreation and Conservation with considerable leeway for planning the details of work. General supervision is exercised over a number of subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Plans and schedules the construction, maintenance and repair activities for the County parks;
2. Supervises the maintenance and repair of park buildings and structures;
3. Supervises staff assigned to the following maintenance operations: snowmaking, shop mechanical repairs, horticultural and custodial;
4. Supervises the ordering of supplies in connection with construction and maintenance activities;
5. Prepares specifications for purchases of park equipment and machinery;
6. Supervises the care and maintenance of park equipment and machinery;

-Continued-

7. Supervises the snowmaking operation for sleigh riding and tubing purposes;
8. Supervises the care and maintenance of trees, shrubs, flowers and grass areas;
9. Instructs crews in the various phases of park maintenance activities;
10. Keeps time and material records; keeps records of vehicles, parts, and general supplies;
11. Plans and oversees snow removal activities;
12. Prepares reports on park activities;
13. Schedules and ensures adherence to a preventive maintenance program for the heating, plumbing, air conditioning or other electrical units in the park buildings;
14. Provides information for any electrical, plumbing and heating contracts;
15. Discusses materials used in the park system with architects, dealers and sales representatives;
16. Supervises the care of all County Park areas.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the materials, equipment and practices of park maintenance and construction; good knowledge of the modern principles and practices of forestry and landscape architecture; ability to plan, lay out and supervise the work of others; ability to develop and maintain cooperative relationships with the general public; dependability; initiative and 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 five (5) years of experience in park maintenance or construction activities, which shall have included experience in the operation of heavy equipment and two (2) years of supervisory experience; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and seven (7) years of experience as defined in (A) above; OR
- (C) An equivalent combination of the training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT: Must possess at time of appointment and maintain a valid driver's license.

REVISED: 4/23/13 AT