

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: Park Superintendent

TITLE #: 1449

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for oversight and administration of the Town Park. The work is carried out in accordance with established policies and procedures. Work is performed under the general supervision of the Town Board. Oversees the work of employees assigned to the Park. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares annual park budget for Board approval;

Administers park budget expenditures;

Requisitions materials, supplies, and services relating to the operation or maintenance of the park;

Meets with community groups or public wishing to utilize park grounds and facilities;

Reviews and approves park permits and scheduling of events;

Reviews park development and improvement plans;

Inspects park area facilities to ensure that safe operating conditions exist;

Assigns and oversees maintenance duties carried out by park staff;

Prepares reports and maintains records;

May participate in park maintenance.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of park and budget administration; good knowledge of park maintenance; good knowledge of cultural and chemical care of turfgrass, trees and bedding plants; ability to plan and oversee the work of assigned staff; ability to establish and maintain good working relationships with community groups and the general public; ability to prepare reports and maintain records; ability to lift and carry fifty (50) pounds; initiative; tact; sound judgment; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS: Either:

- A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a degree in Forestry, Parks Administration, Recreation or Leisure Studies or a related field; OR
- B) Completion of sixty (60) college credits from a regionally accredited college or university or one accredited by the New York State Board of Regent to grant degrees and two (2) years of supervisory experience in construction, park or grounds maintenance;
- C) Graduation from high school or possession of a high school equivalency diploma and four (4) years experience as defined in (B) above.

NOTE: Possess and maintain a valid Driver's license in a class appropriate to the requirements of the Appointing Authority.

SPECIAL REQUIREMENT: Must possess and maintain certification from NYS DEC to handle pesticides for the chemical treatment and care for horticultural plants (NYS DEC category 3A).

JURISDICTIONAL CLASS: Competitive

ADOPTED: 6/5/91

REVISED: 01/21/99 kmg

REVISED: 10/11/06 dmc

REVISED: 6/22/11 dr