

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

CLASS TITLE: WORKING SUPERVISOR (PARKS)

TITLE #: 1782

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the supervision of laborers involved in the maintenance and repair of park buildings, grounds and equipment, and for active participation in all work projects. Work is performed under the general supervision of a Town, Village or Joint Park Commission with latitude permitted for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Leads and participates in the general repair and maintenance of such buildings, involving minor plumbing, carpentry, masonry and electrical repairs;

Leads and participates in the preparation for use and maintenance of facilities and equipment;

Leads and participates in the maintenance of park grounds involving cutting trees, cleaning brush, repairing roads, cleaning ditches and landscaping;

Maintains, repairs and services any automotive park equipment including trucks, mowers, chain saws, generators, tractors, etc;

Operates and instructs others in the safe and efficient operation of automotive and motorized equipment;

Supervises the work of several subordinate and seasonal employees;

Submits requisitions for and purchases needed materials, supplies and equipment;

Assists in preparing the park budget and attends all Park Commission meetings;

Keeps simple records of activities;

May operate a chemical sprayer, and participate in a variety of groundskeeping activities such as seeding, pruning, grading and trimming;

May oversee the maintenance of other municipal buildings as assigned by the Appointing Authority.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the common practices, tools and terminology used in grounds maintenance and repair activities; working knowledge of the maintenance and repair of recreational facilities and equipment; skill and aptitude as an automotive mechanic; ability to supervise the work of a small group of subordinates; ability to follow and carry out oral and written instructions; ability to get along with others; good judgment; physical strength; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Three (3) years of experience in park or grounds maintenance activities, construction or public works maintenance activities.

SPECIAL REQUIREMENTS: Possess and maintain a valid driver's license in a class appropriate to the requirements of the Appointing Authority.

JURISDICTIONAL CLASSIFICATION: Non-Competitive among Towns and Villages

Revised 02/20/19 dc
FORMERLY KNOWN AS WORKING FOREMAN (PARKS)