

SUPERINTENDENT OF PARKS

Code No.: 3-15-055
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for directing parks operations, maintenance and development for a municipal parks system. Duties involve assisting a higher level administrator in budgeting, planning and reporting, as well as, supervising and inspecting the daily work activities involved in the operations of a parks system. The employee reports directly to, and works under the general supervision of a higher ranking administrator. General supervision is exercised over park staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Supervises and inspects the care of trees, shrubs, flowers and grass areas in a park system to ensure staff is performing necessary grounds keeping activities;

Coordinates procedures that utilize park crews, other department crews or privately contracted crews to assist a park activity crew on a special task;

Instructs staff in technical phases of park maintenance activities;

Develops long range plans, budget proposals, and grant proposals (in smaller park systems may write plans, proposals and grants);

Compiles figures for yearly budgets, factoring in personnel, inflation and new activities;

Requisitions supplies, equipment and materials in conjunction with the purchasing staff, vendors and the budget;

Communicates frequently with interdepartmental agencies and office personnel to maintain effective conveyance of information;

Responds to trouble calls and public complaints on a wide variety of subjects;

Supervises hiring of staff;

Oversees personnel records and work schedules;

Determines and develops goals for changes in facilities and future activities;

Coordinates maintenance and snow removal activities in park areas.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern principles and practices in forestry, landscape architecture, park maintenance, plant growth and care; good knowledge of the techniques of budget preparation and control; good knowledge of laws, rules, regulations surrounding the operations and maintenance of parks; ability to communicate orally and in writing; working knowledge of purchasing techniques; ability to evaluate and present future maintenance needs; ability to establish and maintain effective working relationships with all levels of staff; ability to

develop budgets; ability to determine the amount of manpower needed for specific tasks; ability to communicate effectively with the public and staff in problem areas; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in a forestry, horticulture, landscape architecture field, or a parks related degree such as: Parks Management; Parks and Recreation Management; Parks, Recreation and Leisure; Parks and Natural Resource Management; and Recreation, Hospitality and Parks plus three (3) years paid full-time or its part-time equivalent experience in a supervisory capacity* in forestry, horticulture, landscape architecture, park maintenance, parks management, or parks and recreation; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in one of the fields mentioned in (A) above, plus five (5) years paid full-time or its part-time equivalent experience in a forestry, horticulture, landscape architecture, park maintenance, parks management, or parks and recreation, three (3) years of which must have been in a supervisory capacity*; OR,
- (C) Seven (7) years paid full-time or its part-time equivalent experience as defined by the limits of (A) and (B) above, three (3) years of which must have been in a supervisory capacity*; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

*supervisory capacity, for the purposes of these minimum qualifications, involves typical duties such as assigning and reviewing work, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes, increasing efficiency and dealing with problems of absenteeism, morale and discipline. The supervision aspects must be an integral part of the job, not incidental or occasional.

SPECIAL REQUIREMENT: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

FORMERLY: District Park Supervisor

ADOPTED: January 8, 1981

REVISED: February 28, 1985

REVISED: June 6, 2013