

PARK SUPERVISOR

Code No.: 3-15-014
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a senior level supervisory position responsible for supervising the repair and maintenance of park grounds, recreational areas, shelters and lodges in an assigned park within a larger park system. Duties involve responding to park emergencies and working in inclement weather. The employee reports directly to, and works under the general supervision of a Director of Parks, Director of Parks and Recreation or other higher-level staff member. Direct supervision is exercised over park maintenance crews. 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.)

Plans, schedules and supervises the work of maintenance crews in landscape maintenance activities including planting, mulching, trimming, mowing, and seeding;

Identifies areas and completes requests for the application of fertilizers, insecticides, fungicides and weed killers;

Plans, schedules and supervises the work of maintenance crews involved in the repair and maintenance of shelters, lodges or other park buildings including painting, minor electrical, plumbing, carpentry and masonry works;

Plans, schedules and supervises the work of maintenance crews involved in the repair and maintenance of recreational areas such as playgrounds, ball diamonds, picnic areas, tennis courts, swimming areas or ice skating rinks;

Identifies safety problems which may be hazardous to maintenance crews or the public and notifies supervisory staff to correct the problem;

Maintains parks safety records and employee safety information;

Contacts superiors to request support services including tree maintenance, vehicle repair and construction projects;

Prepares budget justification forms for supplies, equipment, and materials and submits for consideration during budget preparation;

Contacts vendors for price and delivery information on supplies and materials;

Completes departmental requisition forms for supplies and materials, vandalism reports and payroll time sheets on park maintenance crews;

Compiles fuel usage and mileage forms and records;

Informs park users of the rules and regulations governing park use when required;

Receives reservations for shelters and lodges and schedules crews to prepare site and clean facilities after use.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Thorough knowledge of the principles and practices of park maintenance; good knowledge of the techniques and tools used in performing minor building repairs; good knowledge of identifying areas in

need of fertilizers, insecticides, fungicides and restricted use chemicals killers; ability to plan, schedule and supervise the work of maintenance crews; ability to recognize potential safety problems; ability to compile data for budget preparation; ability to requisition supplies; ability to prepare brief records and reports; ability to follow oral and written instructions; ability to establish and maintain good working relationships with others; ability to communicate effectively orally and in writing; ability to evaluate employees; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus two (2) years paid full-time or its part-time equivalent experience in park maintenance and repair activities, one (1) year of which must have been in a supervisory capacity; OR,
- (B) Four (4) years paid full-time or its part-time equivalent experience as described in (A) above, one (1) year of which must have been in a supervisory capacity; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

NOTE: Where minimum educational requirements are not fully met, additional work experience may be substituted on a year for year basis for general work experience. There is no substitute for the required supervisory experience.

SPECIAL REQUIREMENTS: If you are appointed you will be required to possess a valid license to operate a motor vehicle in New York or otherwise demonstrate your ability to meet the transportation needs of the position.

Monroe County Civil Service Commission

ADOPTED: July 12, 1979
REVISED: January 6, 2000
FORMERLY: Park Foreman
REVISED: March 4, 2021