

## **PARK SUPERINTENDENT**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for planning and supervising the maintenance of municipal recreation and playground areas to ensure that grounds and equipment are in proper operating condition and that department employees are performing duties in an efficient manner and in accordance with assigned instructions. The position may involve responsibility for park development and public relations as they pertain to the parks. The position may involve participating in maintenance activities and directing the work crews accordingly. The work is performed under the direction of a higher-level municipal administrator. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Inspects park area facilities to ensure that they are in safe operating condition;  
Plans, schedules and organizes grounds, building, and equipment maintenance to be performed in the park system;  
Makes inspections of work carried out by park and recreation area maintenance crews;  
Trains full-time and seasonal employees in the safe and efficient maintenance of parks and grounds and facilities;  
Leads and participates in minor electrical, plumbing and carpentry repairs;  
Makes preventative maintenance and upkeep repairs to trucks, tractors, mowers, etc.;  
Manages the daily operations of the municipal swimming pool;  
Promotes good public relations with park patrons and the general public;  
Meets with community groups wishing to utilize park facilities and schedules usage;  
Prepares and maintains a variety of records and reports such as time records, equipment inventories, purchase orders, vehicle maintenance records, activity reports, personnel records and facility usage contracts;  
Requisitions materials, equipment and services necessary to make repairs and carry out plans for the park system;  
Accounts for and maintains records for all revenue, ticket receipts and fees;  
Prepares annual operating budget with justifications for submission to the municipal board;  
Plans and makes recommendations concerning the long-range goals for the park system;  
Keeps up to date of New York State Health Department rules and regulations pertaining to park facilities;

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the methods, materials, tools, terminology, and safety precautions used in the maintenance and repair of

park grounds and recreational areas, facilities and equipment;  
Skill in the use and care of power tools and motorized equipment;  
Ability to work from rough sketches and blueprints;  
Ability to understand and carry out complex oral and written directions;  
Ability to lay out and supervise the work of subordinates;  
Ability to prepare and maintain a variety of records and reports;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in park or recreation management or related field\*; or
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in park or recreation management or related field\* and two years of experience maintaining recreation facilities, grounds and equipment; or
- C) Graduation from high school or possession of an equivalency diploma and 5 years of experience maintaining recreation facilities, grounds and equipment.

NOTE: \*Degrees in Physical Education are not acceptable.

SPECIAL REQUIREMENT: Possession of a NYS Vehicle Operator's License at time of appointment.

For appointment in the Village of Endicott: Possession of a current Pool Operator's Certificate is necessary within 1 year of appointment.