

DEPARTMENT: NORTH TONAWANDA YOUTH, RECREATION & PARKS
CLASSIFICATION: COMPETITIVE
APPROVED: NOVEMBER 19, 2014

PARK MAINTENANCE SUPERINTENDENT (NORTH TONAWANDA)

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for planning, scheduling, and participating in the development, maintenance and repair of park areas including facilities, athletic fields, marinas playgrounds, and street trees. The incumbent plans, organizes and supervises the staff and operations of the parks maintenance work crews; supervises regular maintenance of city parks, park facilities, lawns, grounds, street medians, and other cultivated areas in North Tonawanda; and ensures that safe clean park facilities are provided for residents. The work involves responsibility for overseeing the regular servicing, maintenance, and repair of department vehicles and equipment to ensure they are in satisfactory safe operating condition. The work is performed under general supervision from the Director of Youth, Recreation and Parks with wide leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision is exercised over the work of parks maintenance workers involved in grounds and equipment maintenance, and seasonal laborers. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Plans, coordinates and supervises the maintenance of landscape and grounds in assigned parks, recreation centers, marinas and playgrounds, including inspection, maintenance, management and improvement; evaluates maintenance issues, and recommends and implements solutions to provide safe, clean and aesthetically pleasing park facilities;
2. Coordinates and assigns the daily activities of assigned parks maintenance crews, tree crews, vehicles and equipment;
3. Establishes and enforces work methods, procedures and standards and ensures that maintenance activities are in compliance with all policies and safety standards;
4. Reviews the work of assigned staff to ensure the work quality and timely accomplishment of assigned duties and responsibilities;
5. Develops a schedule of maintenance needs in each park area, including ball fields and docks, such as lawn mowing, trimming trees, shrubs, flowers and other plants, irrigation, lighting and trash pick-up;
6. Directs staff in minor electrical, plumbing and carpentry repair to buildings such as installing light fixtures, unclogging drains, winterizing facilities, and repairing doors/windows;
7. Participates in minor vehicle maintenance and makes repairs to trucks, tractors and mowers;
8. Operates light trucks, tractors and mowers for miscellaneous tasks;
9. Operates manual and power tools used in carpentry, plumbing, painting, plowing, tree trimming, and cement work;
10. Organizes material inventory and may have to travel for supplies;
11. Develops bid requirements for work to be contracted in the parks; purchases equipment and supplies including large capital purchases; seeks and obtains proposals for work to be performed; and makes recommendations to the Director;
12. Supervises staff through appropriate work delegation; meets regularly with staff to discuss and resolve special project and workload issues; provides assistance and training in technical issues and responsibilities; and works with employees to correct performance deficiencies;
13. Develops and manages a budget for maintenance of park facilities.

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PARK MAINTENANCE SUPERINTENDENT CONTINUED

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the common practices, tools, terminology and accident precautions used in the maintenance and repair of parks and recreation buildings, grounds and equipment; good knowledge of basic mechanics in order to inspect vehicles and detect problems; good knowledge of public facilities and playgrounds; good knowledge of lawn care and tree pruning; good knowledge of budding, installation and maintenance of docks and dock systems; good knowledge of the accessibility of docks and related regulations; skill in the operation of technical building and grounds equipment; ability to maintain files and records of all equipment and vehicles in the parks program; ability to inventory and maintain supplies; ability to communicate effectively both orally and in writing; ability to schedule, direct and review the work of others; ability to schedule work and equipment for special projects; ability to inspect and evaluate projects to ensure compliance with quality and safety standards; ability to maintain effective working relationships with superiors, staff, participants and the general public; mechanical aptitude; sound judgment; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor degree in park management, landscape architecture, agriculture, forestry, building trades, or a related field and two (2) years of supervisory experience in general grounds, building maintenance or building trades work; **OR**
2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in park management, landscape architecture, agriculture, forestry, building trades, or related field and five (5) years of supervisory experience in general grounds, building maintenance or building trades work.

SPECIAL REQUIREMENTS:

Incumbents must have the following at time of appointment and maintain each throughout employment:

1. New York State Pesticide Applicator's license;
2. First Aid Certification and CPR;
3. Valid New York State Driver's license.