

DEPARTMENT: NORTH TONAWANDA
CLASSIFICATION: NON-COMPETITIVE
APPROVED: JULY 29, 2014

PARK SUPERVISOR (SEASONAL)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent supervises operations and staff at city parks on a seasonal basis. Duties are performed under the general supervision of the Park Maintenance Superintendent or Greenskeeper. The incumbent is permitted to exercise discretionary authority in setting priorities and assigning subordinates to specific duties. Supervision is exercised over subordinate laborers and other seasonal personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Plans, organizes, directs, supervises and performs operations and minor maintenance at city parks;
2. Trains subordinates in proper and safe methods of park upkeep;
3. Supervises the assignment of park facilities;
4. Prepares work schedules for subordinate employees;
5. Evaluates and reports to the Parks Maintenance Superintendent or Greenskeeper on the performance of subordinate staff;
6. Maintains records and prepares required reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the organization and routine of the park facilities; working knowledge of the principles of first line supervision; working knowledge of the materials, equipment and techniques used in park and recreation area maintenance; skill in the use of tools and equipment used in the maintenance and repair of park facilities; ability to plan, organize, supervise, and instruct others in the maintenance and preparation of park facilities; ability to understand and carry out oral and written instructions; ability to develop and maintain simple records and prepare reports; ability to give simple instructions; manual dexterity; tact and courtesy; physical condition suitable to the demands of the position.

MINIMUM QUALIFICATIONS: Six (6) months of paid or unpaid parks or grounds maintenance experience; **AND** six (6) months of supervisory experience. Community First Aid and CPR are not required but preferred.