



**Cayuga County Department of Human Resources  
and Civil Service Commission**

**JOB SPECIFICATION**

Civil Service Title:	<b>ASSISTANT PARK MAINTENANCE SUPERVISOR</b>
Jurisdictional Class:	Competitive
Civil Division:	Buildings and Grounds
Adoption: CSM	3/17/99
Revised: CSM	9/11/02; 11/8/17

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**DISTINGUISHING FEATURES OF THE CLASS:**

This position involves responsibility for assisting the Park Maintenance Supervisor by performing various administrative duties. The incumbent performs management functions including but not limited to fiscal management and reporting program evaluation in the Park Maintenance Supervisor's absence. This work is performed under the general supervision of the Park Maintenance Supervisor with considerable latitude given for the exercise of independent judgement in carrying out assignments. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Assists superiors in the formulation of policies and procedures for the administration of various parks and trails programs;

May supervise grounds maintenance activities;

May inspect park and recreation areas and buildings for cleanliness and state of repairs;

May supervise the repair and erection of playground equipment;

May supervise the cleaning of lakefront swimming beach areas;

Reads incoming mail and may answer general correspondence;

May interview applicants for work and advise superiors on hiring and related personnel matters;

Orients and trains new full-time and seasonal employees;

Confers with superior on departmental policy and operations;

May utilize data processing and word processing equipment to record information and prepare correspondence, memoranda, and reports;

Maintains confidential and regular correspondence files;

Performs related work necessary for the efficient execution of administrative functions of department;

May take minutes of and prepare agenda for regular and special Commission or Committee meetings;

Completes payroll and time records;

Maintains office logs to track certain areas (i.e. transmittals, mileage, toll calls, etc.);

May represent the Park Maintenance Supervisor at meetings involving activities related to park maintenance, repair and planning;

Cooperates with staff of other county departments, when possible, to improve operation of the parks and trails;

Under the direction of the Park Maintenance Supervisor, sets priorities and develops work schedules for regular and seasonal employees;

Oversees the scheduling and reserving of space for activities to take place in the park;

Issues permits for park use.

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

Good knowledge of the methods, materials, terminology, and principles involved in the maintenance of parks and recreation areas, facilities and equipment;  
Thorough knowledge of principles and practices of office management;  
Thorough knowledge of business arithmetic and English;  
Working knowledge of computer terminology and ability to learn software programs;  
Ability to understand and carry out oral and written directions;  
Ability to lay out and supervise the work of subordinates;  
Ability to keep records and prepare reports;  
Initiative;  
Ability to organize work;  
Ability to get along well with others and to secure their cooperation.

**MINIMUM QUALIFICATIONS: EITHER:**

(A) Graduation from a regionally accredited or New York State Registered college or university with a Bachelor's Degree in business administration, public administration, recreation management, natural resources management or closely related field AND 1 year of administrative or supervisory experience with a public agency or private business; OR

(B) Graduation from a regionally accredited or New York State Registered two-year college or university with an Associate's Degree in business administration, public administration, recreation management, natural resources management or closely related field AND 3 years of administrative or supervisory office or program management experience with a public agency or private business; OR

(C) Graduation from high school or possession of a high school equivalency diploma AND 5 years of administrative or supervisory office or program management experience with a public agency or private business; OR

(D) An equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

Eligibility for the appropriate level N.Y.S. Drivers' License at time of application.

Possession of license at time of appointment.

