



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title:	PARK MAINTENANCE SUPERVISOR
Jurisdictional Class:	Non-Competitive
Civil Division:	Emerson Park
Adoption:	CSM 03/25/83
Revised:	CSM 04/12/97, 03/17/99

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in the County Park and involves responsibility to plan and to supervise the operation, maintenance, repair tasks and related activities in the park including buildings, athletic fields, picnic, beach, recreational areas and trails. The trail activities include bridge repair, keeping drainage systems operational, keeping paths mowed free of fallen debris, and placement of signs. The work is performed under general direction of the Park Commission with leeway allowed for exercise of independent judgment in planning work projects and deciding questions which arise in the course of the work. Supervision is exercised over the work of all park staff, both seasonal and permanent employees. The incumbent does related work as required including coordinating with outside agencies to develop and expand use of parks and trails.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Establishes policies and procedures for the administration and management of County Parks and Trails system;

Develops budgetary and reporting procedures and prepares budget estimates for park and trail operations;

Sets long-term planning and capital improvement goals for the development and expansion of the County Parks and Trails system;

Chairs meetings of the Cayuga County Parks Commission;

May seek and write grants for funding opportunities that arise for the Parks and Trails system;

Manages and administers park improvement construction projects;

Supervises the construction and maintenance of parks, athletic fields and other recreation areas;

Supervises grounds maintenance activities;

May represent the Park Commission for the Parks and Trails system on various boards;

Trains full-time and seasonal help;

Inspects park and recreation areas and buildings for cleanliness and state of repairs;

Reports on all park activities to the Park Commission and Public Works Committee;

Inspects and supervises carpentry, painting, plumbing, electrical and other mechanical maintenance and construction work;

Requisitions, within prescribed limits, materials and supplies used in the maintenance program;

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;

Supervises the repair and erection of playground equipment;

Develops park plans relative to maintenance, repair and cleaning activities;

Supervises cleaning of lake front swimming beach area;

Keeps time records and other necessary records on maintenance activities, and advises superiors of anticipated needs;

Cooperates with staff of other county departments, when possible, to improve operation of the park;

Receives and attempts to resolve personnel problems and grievances of all park employees;

TYPICAL WORK ACTIVITIES continued:

Makes recommendations for appointments, promotions and disciplinary action of park employees to the Park Commission and Public Works Committee;
Supervises trails and bridges, sign and drainage systems maintenance for four seasons use, winter activities which include writing contract for grooming of trails for cross-country skiers and snowmobilers;
Works with snowmobile groups in county;
Works with trail groups, including Erie Canal Association;
Prepares annual snowmobile grant application and administers program.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of the methods, materials, terminology and principles involved in the operation and maintenance of parks and recreational areas, facilities, and equipment;
Thorough knowledge of planning and developing park recreational and natural resource area;
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;
Ability to work with adjacent landowners along the county trails;
Initiative;
Ability to direct and manage multiple projects and activities simultaneously;
Ability to get along well with others and to secure their cooperation.

MINIMUM QUALIFICATIONS:

- (A) Bachelor's Degree from a regionally accredited or N.Y.S. registered college or university with major work in Recreation Management, Environmental Science, Natural Resources Conservation, Engineering Technology or related field **AND** two years of full-time paid experience in the aforementioned fields, one of which must have been in a supervisory or administrative capacity; **OR**
- (B) Graduation from a regionally accredited or N.Y.S. registered college with an Associate Degree with major work in Recreation Management, Environmental Science, Natural Resources Conservation, Engineering Technology or related field **AND** four years of full-time paid experience in the aforementioned fields, two of which must have been in a supervisory or administrative capacity; **OR**
- (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

NOTE: A Master's Degree in any of the above fields may be substituted for one year of the required experience.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Eligibility for the appropriate level N.Y.S. Driver's License at time of application. Possession of license at time of appointment.