

**DIRECTOR OF DEPARTMENT OF BUILDINGS,
GROUNDS, PARKS AND WATER**

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for oversight of all Town buildings, grounds, recreation areas, parks , water districts and such other areas assigned by the Town Board. The incumbent shall have the powers and duties as set forth in the town law and shall have general administrative responsibility for overseeing the activities of the Department staff and outside contractors employed to fulfill assignments. Work is performed under the general direction of the Town Supervisor on behalf of the Town Board.

TYPICAL WORK ACTIVITIES

Supervises the operation and maintenance of Town buildings, grounds, parks and water districts;

Inspects buildings, grounds and landscaping to determine if they are in compliance with fire and safety codes, OSHA, and environmental regulating requirement;

Conducts performance evaluations of staff, resolves disciplinary matters and performs traditional supervisory duties;

Prepares daily and weekly assignments for staff;

Prepares purchase orders and assists in writing specifications for bid purchases;

Requisitions supplies and makes recommendations to Board with respect to equipment purchases;

Directs the installation, repair and maintenance of water mains, gates, valves, drains, hydrants, pump machinery and equipment;

Operates a computer in order to assist in maintaining a variety of records, reports and files relating to the operation of buildings, grounds, water districts and parks in the municipality;

Prepares budget and oversees revenues and expenditures.

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of buildings, grounds, water and landscaping maintenance; good knowledge of rules and regulations related to fire and safety codes, OSHA, water treatment systems and environmental impact; ability to plan, promote, organize and carry out various programs; ability to supervise the work of staff , including making weekly assignments, evaluating performance, maintaining acceptable standards and overseeing the work of independent contractors; good knowledge of operations of a computer system; ability to prepare and oversee approved budget revenues and expenditures; resourcefulness; and good judgment.

MINIMUM QUALIFICATIONS:

- A) Possession of a Bachelor's Degree in business administration, engineering, public administration or related field and two (2) years of experience in building, grounds, parks or water maintenance and operations activities, which must have been in a management position; or
- B) Possession of an Associate's Degree in business administration, engineering, public administration or a related field and four (4) years experience as described in (A) above, with at least four (4) years in a management position; or
- C) Graduation from high school or possession of a high school equivalency diploma and six (6) years experience as described in (A) above, with at least two (4) years in a management
- (D) Eight (8) years work experience as described in (A) above, with at least four (4) years in a management position.

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position.

(E) An equivalent combination of training and experience.

Note: Undergraduate coursework from a college or university in business administration, engineering, public administration or a related field may be substituted on a basis of three (3) credit hours being equivalent to three (3) months of required experience.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed: 1/2/03

Jurisdictional Class: -Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Revised in classplan (jurisdictional class) on 6/13/05

Revised and Replaced in Classplan: 1/30/2023

Revised and Replaced in Classplan: 3/25/2025 (Edu)