

## **PARKS MAINTENANCE SUPERVISOR**

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for supervising and participating in the maintenance of buildings, grounds, recreation areas and athletic fields for a municipal park system. Direct supervision is exercised over the work of subordinates engaged in parks maintenance activities. The work is performed under general direction, with leeway permitted for using independent judgment in carrying out assignments.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Makes assignments to subordinates after receiving work orders from Supervisors;

Supervises and participates in maintenance of picnic, camping and other park areas including basic caretaking, grounds keeping and snow removal, if applicable;

Supervises and participates in the maintenance and repair of buildings, including painting, carpentry, roofing, masonry, etc,

Oversees and performs activities such as: mowing and trimming of lawns, trails and other athletic fields, planting and care of shrubs and trees, setting up bleachers for special events, etc.;

May supervise and coordinate excavation and heavy equipment operation activities;

Makes inspections of property and equipment to ascertain maintenance and repair needs;

May supervise and participate in the repair of water lines, flushing of water systems and inspection of storm drainage systems;

May assist in the supervision and instruction of recreation programs and park attendants and aides;

May collect fees;

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May be responsible for enforcement of rules and regulations pertaining to the use of park facilities, safety and related matters;

Keeps records and submits written reports on park activities, supplies and expenses.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

**TERISTICS**: Good knowledge of buildings, parks and grounds maintenance procedures and activities; good knowledge of the operation and maintenance of manual and motorized equipment used in parks maintenance; good knowledge of equipment, tools, terminology and safety precautions used in the maintenance and repair of the water and sewer distribution systems; ability to plan and supervise the work of others; ability to understand and carry out oral and written instructions; ability to keep records and prepare reports; dependability; and thoroughness.

### **MINIMUM QUALIFICATIONS**: Either:

- (A) Completion of two years at a NYS recognized college or university and one year of experience in parks, grounds, or building maintenance, or recreation activities; or
- (B) Graduation from high school or possession of a high school equivalency diploma, and three (3) years of paid experience in the field of parks, grounds, building maintenance, or recreation; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

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***SPECIAL REQUIREMENT:*** *Certain municipalities may require a valid appropriate class driver's license at time of appointment.*

**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: April 17, 1980

Jurisdictional Class: Non-Competitive

Public Hearing: 7/16/1980

NYS Civil Service Commission Approval: N/A

Retyped into Microsoft Word on 5/27/04

Revised in Z Draft (Sheila) on 3/10/06

Placed in Classplan Book on 4/05/06

Revised and Replaced in Classplan: 2/27/2023

Revised and Replaced in Classplan: 4/28/2025 (Edu)