

DEPARTMENT:
CLASSIFICATION:
APPROVED:

NIAGARA COUNTY
COMPETITIVE
OCTOBER 10, 2019

PARKS SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is an important leadership and supervisory position responsible for planning, scheduling, and participating in the development, maintenance and repair of park areas including facilities, athletic fields, marinas and playgrounds. The incumbent plans, organizes and supervises the staff and operations of the parks maintenance work crews; supervises regular maintenance of County parks, park facilities, lawns, grounds, and other cultivated areas in County Parks; and ensures that safe clean park facilities are provided for residents. The work involves responsibility for overseeing the regular servicing, maintenance, and repair of department vehicles and equipment to ensure they are in satisfactory safe operating condition. The incumbent ensures that the staff is working productively and that safety rules and policies are being followed. The work is performed under the general supervision of the Commissioner or Deputy Commissioner of Public Works with wide leeway allowed for the use of independent judgment in carrying out the details of the work. Leadership and supervision is exercised over the work of parks maintenance workers involved in grounds and equipment maintenance and seasonal laborers. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Plans, coordinates and supervises the maintenance of landscape and grounds in assigned parks, recreation centers, marinas and playgrounds, including inspection, maintenance, management and improvement; evaluates maintenance issues, and recommends and implements solutions to provide safe, clean and aesthetically pleasing park facilities;
2. Supervises, coordinates, assigns, and participates in the daily activities of all parks maintenance crews, vehicles and equipment;
3. Establishes and enforces work methods, procedures and standards and ensures that maintenance activities are in compliance with all policies and safety standards;
4. Reviews the work of assigned staff to ensure the work quality and timely accomplishment of assigned duties and responsibilities;
5. Develops a schedule of maintenance needs in each park area, including ball fields and docks, such as lawn mowing, trimming trees and shrubs, planting and maintaining flowers and other plants, irrigation, lighting, and trash pick-up;
6. Directs staff and participates in minor general maintenance of parks buildings;
7. Participates in minor vehicle maintenance and makes repairs to trucks, tractors and mowers;
8. Operates light trucks, tractors and mowers for miscellaneous tasks;
9. Operates manual and power tools used in carpentry, plumbing, painting, plowing, and tree trimming;
10. May be assigned to cut and remove brush and trees, including tree felling;
11. Organizes material inventory and may have to travel for supplies;
12. Develops bid requirements for work to be contracted in the parks; purchases equipment and supplies including large capital purchases; seeks and obtains proposals for work to be performed; and makes recommendations to the Commissioner and/or Deputy Commissioner of Public Works;
13. Supervises staff through appropriate work delegation; meets regularly with staff to discuss and resolve special project and workload issues; provides assistance and training in technical issues and responsibilities; participates disciplinary measures and works with employees to correct performance deficiencies;
14. Assists with the development and management of the budget for maintenance of park facilities.
15. Collects and checks attendance and benefit sheets
16. Creates and maintains work schedules for all fulltime and seasonal employees under his direct supervision, including the assignment of overtime and special hours;
17. Coordinates and helps direct all events held within Niagara County Parks;
18. Identifies training needs and assists the Deputy Commissioner with establishing training program/materials;
19. Coordinates and directs parks personnel in snow removal at parks and county buildings as needed in winter months;
20. May be assigned duties of the Deputy Commissioner in his/her absence;
21. May be assigned to oversee golf course staff in the absence of the Golf Director;
22. May be required to attend Legislative committee meetings.

PARKS SUPERVISOR CONTINUED

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the common operational practices, tools, terminology and safety precautions used in the maintenance and repair of parks and recreation buildings, grounds and equipment; good knowledge of basic mechanics in order to inspect vehicles and detect problems; good knowledge of public facilities and playgrounds; good knowledge of lawn care and tree pruning; good knowledge of budding, installation and maintenance of docks and dock systems; good knowledge of the accessibility of docks and related regulations; skill in the operation of technical building and grounds equipment; skill in felling, trimming, and removing brush and trees; ability to operate chain saws; ability to maintain files and records of all equipment and vehicles in the parks program; ability to inventory and maintain supplies; ability to lead and supervise the work of subordinates; ability to ensure staff productivity and adherence to safety policies and procedures; ability to communicate effectively both orally and in writing; ability to schedule, direct and review the work of others; ability to schedule work and equipment for special projects; ability to inspect and evaluate projects to ensure compliance with quality and safety standards; ability to maintain effective working relationships with superiors, staff, participants and the general public; mechanical aptitude; sound judgment; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor degree and two (2) years of supervisory experience in general grounds, building maintenance or building trades work; **OR**
2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree and five (5) years of supervisory experience in general grounds, building maintenance or building trades work.

SPECIAL REQUIREMENT:

Incumbents must possess a valid New York State driver's license at time of appointment and throughout the duration of employment.