

## **PARK MAINTENANCE SUPERVISOR**

**DEPARTMENT:** Tioga County Municipalities  
**CLASSIFICATION:** Non-Competitive  
**SALARY GRADE:** Varies by location  
**ADOPTED:** 11/18/75; Revised 11/02, Tioga Co. Personnel & Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for the maintenance and upkeep of park lands, athletic fields, cemeteries, picnic facilities, equipment and buildings. Supervision is exercised over the work of Laborers, Park Maintenance Assistants and other buildings and grounds employees. Work is performed under the general supervision of the Town Board or Board of Trustees. Does related work as required.

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

- Supervises and participates in the repair, planting and maintenance of public parks facilities, other grounds and equipment;
- Supervises and participates in the planting, pruning and upkeep of park lawns, shrubs and trees;
- Supervises and participates in the maintenance of athletic fields and ice skating rinks;
- Supervises the construction of new park facilities, including paving, clearing, grading and drainage and foundation work;
- Conducts employee performance evaluations;
- Collects and receives fees from campers;
- Leads and participates in equipment repairs and maintenance;
- Training of staff as necessary;
- Assists with budgets, bidding process and makes recommendations on the purchase of new equipment;
- May take reservations for camp sites;
- May issue alcoholic beverage permits.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:** Good knowledge of equipment, tools and procedures necessary to perform park maintenance work; good knowledge of the maintenance and repair techniques for park equipment; ability to plan, assign and supervise the work of subordinates; ability to understand and follow oral instructions; ability to maintain simple records; ability to communicate well with the general public, Town or Village Officials; and skill in the use of park maintenance equipment; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

- (a) High school graduation and three (3) years of full-time paid \*supervisory experience or its part-time equivalent or hands-on experience in buildings, grounds, parks or road maintenance; **OR**
- (b) Six (6) years of full-time paid experience or its part-time equivalent as defined above; **OR**
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

\* Supervisory experience is defined as work which required responsibility for the direction and control of subordinate employees. This involves the assignment of work, approval of work, training, and discipline of employees. The supervisory aspects must be an integral part of the job, not incidental or occasional.