

MUNICIPAL PARK MANAGER

DISTINGUISHING FEATURES OF THE CLASS:

This is a working supervisory position involving responsibility for the safe and efficient operation of a municipal park. The work includes planning, supervising and participating in construction projects, year round maintenance, and repair of grounds, facilities, and equipment. The incumbent assumes responsibility for swimming pool operation and maintenance and administrative functions at a specified municipal park. Work is performed under the general direction of a municipal official. Supervision is exercised over maintenance and grounds personnel and clerical staff. An employee in this class may be required to work hours other than in the normal workweek.

TYPICAL WORK ACTIVITIES:

1. Supervises park maintenance, grounds, and clerical personnel including summer employees;
2. Maintains records and issues payrolls for park personnel;
3. Plans and implements work schedules for clerical, lifeguards, maintenance, and grounds staff;
4. Directs maintenance and grounds personnel in the appropriate use of equipment;
5. Operates and maintains a municipal swimming pool in compliance with all State and County Department of Health rules and regulations;
6. Supervises and participates in the service and repair of all machinery including mowers, tractors, and all equipment utilized in the maintenance of grounds and trails;
7. Supervises and participates in the maintenance and repair of all structures at the recreation facilities including;
8. Assumes responsibility for the rental of park facilities; making periodic reports to the municipal board and recommending park improvements;
9. Oversees various activities at the park in order to insure coordination of maintenance and waterfront operations;
10. Coordinates, organizes and promotes seasonal recreation activities;
11. Provides emergency first-aid at work sites when necessary;
12. May assist in preparing the annual maintenance budget for the park;
13. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices, tools, materials and safety procedures used in the maintenance and repair of buildings and equipment; good knowledge of the methods, materials, tools and equipment used in the maintenance of grounds and recreation areas; good knowledge of parks equipment repair, maintenance and operation; good knowledge of road and sidewalk repair and maintenance; good knowledge of water and sewer drainage systems repair and maintenance; good knowledge of emergency first-aid practices and procedures; working knowledge of financial records maintenance and budgeting practices and procedures used in a Municipal setting; working knowledge of office procedures; ability to plan and supervise the work of others; ability to read and understand simple diagrams, ability to maintain records and prepare reports; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with employees and contacts; ability to work outdoors under all weather conditions; mechanical aptitude; dependability; initiative; good judgement; physical condition commensurate with the demands of the position.

MUNICIPAL PARK MANAGER (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Four (4) years of paid work experience in construction, maintenance or similar work experience which included grounds, recreational facilities and buildings repair and maintenance, one (1) year of which included supervisory responsibility;
- OR: (B) Any equivalent combination of training and experience sufficient to indicate ability to perform the duties of the position.

SPECIAL REQUIREMENTS:

1. Possession of a valid New York State Motor Vehicle Operator's license at time of appointment.
2. Possession of swimming pool operator's certification in accordance with New York State and local Health Department regulations.
3. An appointing authority may require New York State Pesticide Applicator certification either at time of appointment or during the probationary period.
4. Incumbents must obtain certification in first-aid training within six (6) months of appointment. Such certification must remain valid to maintain position.

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