



Parks and Recreation Maintenance Supervisor

Job Specification
Classification: Competitive
Series: Recreation

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising and performing a variety of tasks involving the upkeep and maintenance of park areas and recreation facilities including picnic areas, athletic fields, municipal ice arena, outdoor skating rinks, playgrounds, parks to include Thompson Park. This position is distinguished from Parks & Recreational Maintenance Worker because of the supervising responsibility involved. This position is accountable to the Superintendent of Parks and Recreation. The work is performed under general supervision with the position exercising the use of independent judgment in carrying out the details of the work. Supervision is exercised over the work of Parks and Recreation Crew Chief(s) Maintenance Workers, Municipal Workers and seasonal laborers. The incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Creates schedule for all Parks and Recreation maintenance staff.
- Responsible for making recommendations to the Superintendent of Parks and Recreation for hiring, firing and disciplinary action.
- Assists in preparing and maintaining annual budget.
- Communicates to users for changes in the parks and recreation facility and field changes.
- Oversees the maintenance and repair of parks and recreational equipment including picnic tables, park signs, playgrounds and athletic apparatus;
- Oversees the work performed by subordinate personnel making certain that all safety procedudres and policies are complied with on an ongoing basis. Assist in the development of a work climate that is committed to job safety for all employees and all residents served.
- Oversees the cleaning and filtering of swimming pools
- Directs and oversees the construction of ice, maintains the ice and maintains refrigeration equipment;
- Directs general grounds keeping maintenance such as mowing lawns, weed whacking, planting and trimming trees, shrubs, flowers and other plants;
- Oversees the maintenance and grooming of nature trails, athletic fields, and skating rinks, tennis courts, basketball courts and swimming pools;
- Oversees the construction of the stage building for concerts, shows, parades, festivals and special events.
- Directs staff in minor electrical, plumbing and carpentry repair to buildings such as installing light fixtures, unclogging drains and repairing doors/windows;
- Directs staff in minor vehicle maintenance and makes repairs to trucks, tractors, mowers, zamboni;
- Supervises and operates light trucks, tractors and mowers for miscellaneous tasks and zamboni for ice maintenance;
- Supervises and operates manual and power tools used in carpentry, plumbing, painting and cement work;
- Directs staff in general park clean-up such as cleaning bathrooms, emptying grills, and picking up litter;
- Organizes materials inventory and may have to travel for supplies;
- Purchases equipment and supplies as directed;

- Supervises and reviews the work of the Recreation Maintenance employees;
- Attend educational trainings, in-services and conferences that pertain to parks and recreation maintenance.
- Attend staff weekly staff meetings.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the common practices, tools, terminology and accident precautions used in the maintenance and repair of parks and recreation buildings, grounds and equipment; good knowledge of the ice construction process and maintaining good ice; good knowledge of basic mechanics in order to inspect vehicles and detect problems; skill in the operation of technical building and grounds equipment; ability to communicate effectively both orally and in writing; ability to direct the work of others; ability to perform work requiring strenuous effort; mechanical aptitude; good judgment; initiative; resourcefulness; physical condition commensurate with the demands of the position.

*Must have or obtain a Certified Pool Operator certification within one year of appointment.

*Must have or obtain a pesticide certification within one year of appointment.

* Must possess a valid NYS Driver’s License at time of appointment. Must obtain a CDL (Commercial Drivers License) within in one year of start date. Must maintain required licenses throughout duration of employment.

*Must have or obtain a Certification from US Ice Rink Association within one year of appointment.

MINIMUM QUALIFICATIONS:

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor Degree in Parks & Recreation and two (2) years of experience in general grounds, building maintenance or building trades work with one (1) year in a supervisory capacity.

(B) Graduation from a regionally accredited or New York State registered college or university with an Associate Degree in Parks & Recreation and four (4) years of work experience in a Parks & Recreation field with two (2) yeas in a supervisory capacity.

(C) Graduation from high school or possession of a high school equivalency diploma and eight (8) years of experience in a Parks & Recreation field with four (4) years in a supervisory capacity.

Preferred: Experience in ice arena facilities.

Approved by: *[Signature]* Date: 8/15/19

Department Head

Approved by: *[Signature]* Date: 8/15/19

City Manager

Classification history:

Retyped: 5/1/2004

Revised: 7/23/2019

DRAFT 8/14/19

City of Watertown Civil Service Commission

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