

## **ASSISTANT PARK MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the implementation and participation in grounds, equipment and building maintenance in the Department of Parks and Recreation which includes park areas, athletic fields, nature trails and skating rinks. An employee in this class has the responsibility for assisting in the planning and leading the work of park maintenance personnel and other seasonal employees. Supervision is exercised over subordinate staff engaged in maintenance activities. The work is performed under the general supervision of the Park Manager. In the absence of the Park Manager, the Assistant Park Manager assumes all of his/her duties and responsibilities. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Coordinates and assigns tasks to park maintenance personnel and seasonal employees;  
Supervises and trains full-time and seasonal employees in the safe and efficient maintenance of building and grounds;  
Keeps time and attendance records and sees that work schedules are maintained for subordinate personnel;  
Assists in the writing of performance evaluations for all full-time and seasonal employees;  
Maintains inventory records for fuel use, concession foods, supplies and recreational equipment;  
Instructs and assists in the use of a variety of building equipment and grounds maintenance work;  
Acts for the Park Manager in his/her absence while assuming all duties and responsibilities.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of building equipment and grounds maintenance practices such as plumbing, carpentry, electrical and heavy equipment operation;  
Good knowledge of the maintenance and safety procedures for park equipment;  
Good knowledge of the principles and practices of supervision;  
Working knowledge of health regulations as they pertain to a park facility;  
Working knowledge of first aid techniques;  
Working knowledge of maintenance supplies, materials and equipment in order to perform inventory checks;  
Ability to operate a variety of park and recreation maintenance equipment;  
Ability to communicate effectively in writing and verbally;  
Ability to understand oral and written instructions;

Ability to perform work requiring physical effort;  
Initiative;  
Resourcefulness;  
Tact;  
Courtesy;  
Physical condition commensurate to the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) 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's degree in Park and/or Recreation Management or closely related field; OR
- B) 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 in Park and/or Recreation Management or closely related field and four years of park and recreation experience; OR
- C) Graduation from high school or possession of an equivalency diploma and six years of park and recreation experience; OR
- D) An equivalent combination of training and experience as defined by the limits of A), B) and C) above.

SPECIAL REQUIREMENTS:

- 1) Possession of the appropriate level Motor Vehicle operator's License at time of appointment.
- 2) Certification in the following within the probationary period:
  - American Red Cross Standard First Aid or equivalent AND
  - American Red Cross CPR for Professional Rescuer or equivalent AND
  - Automated External Defibrillator

R104            3/18/08

COMPETITIVE