



**DATE:** March 25, 2025

**TO:** **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**  
(This is not a competitive class position.)

**FROM:** Brendan Masterson, Commissioner of Department of Public Works,  
315 Shamrock Lane, Kingston, NY 12401

**JOB VACANCY:** Park Supervisor / Seasonal / Full-Time / Non-Benefited

**LOCATION:** New Paltz Pool

**SALARY:** \$20.00 per hour

**FILL DATE:** Blanket – Fill as Needed

**DISTINGUISHING FEATURES OF THE CLASS:** An incumbent in this class is responsible for the supervision, direction and coordination of employees assigned to the operation and maintenance of an Ulster County park and/or pools. The work is carried out in accordance with established procedures and involves the day-to-day supervision of the county parks and/or pools and its employees. The work is performed under general supervision of a higher level administrator within the Buildings and Grounds division of the Ulster County Department of Public Works, with considerable leeway allowed the incumbent for performing details of the work. Direct supervision is exercised over the work of lifeguards, maintenance, grounds keeping and security personnel. Does related work as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the tools, equipment and material used in the park and/or pool operations and grounds keeping; good knowledge of the common safety and sanitary precautions of park and/or pool use; ability to supervise the work of others; ability to establish and maintain an effective relationship with the public; ability to follow oral and written instruction; ability to maintain simple records; dependability; tact; physical condition commensurate to the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience involving supervisory responsibilities; **OR**
- B. Two (2) seasons of paid experience in park maintenance or grounds keeping activities involving the supervision of others, and possession of an American Red Cross Lifeguarding Certificate or its equivalent.

Note: At time of appointment and throughout employment in this title, the incumbent must possess and maintain an American Red Cross Basic Life Support CPR Certificate or its equivalent.

**Special Requirement for appointment to Ulster County positions:** In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

**ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.