

PARK SUPERVISOR

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.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Prepares schedules to ensure proper staffing commensurate to park and/or pool utilization;

Supervises the preparation of park and/or pool facilities for scheduled social functions;

Develops and implements a grounds keeping program for a park and/or pools;

Supervises and participates in the performance of minor maintenance tasks;

Schedules swimming lessons and assigns instructors;

Supervises the collection of park and/or pool fees and the safe and proper handling of receipts and the generation of daily account logs;

Reviews and records work completed by staff working at an Ulster County park and/or pool;

Instructs new employees on the operating policies and procedures of an Ulster County park and/or pool;

Makes periodic checks on the condition of park and/or pool facilities;

Drafts and enforces safety and sanitary regulations for park and/or pool users and personnel;

Maintains the supply inventory, requisitioning material as needed;

Makes recommendations regarding the improvement of park and/or pool facilities and services;

Prepares and maintains a variety of records and reports.

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

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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.

ULSTER COUNTY
4650 PARK SUPV
Classification: Competitive
4651 PRK SUPV
Classification: Non-Competitive
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Adopted: August 8, 1978
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