

ASSISTANT MAINTENANCE SUPERVISOR (GROUNDS)

DISTINGUISHING FEATURES OF THE CLASS: This is responsible maintenance work which involves assisting the Maintenance Supervisor (Grounds) in the care and upkeep of grounds, parks and recreation areas and in the maintenance of related facilities and equipment. This includes generally assisting in the planning, scheduling, assigning and inspecting the work of a number of unskilled and skilled maintenance workers with some latitude for independent judgment and initiative. The incumbent may assume full responsibility for the unit in the absence of the Maintenance Supervisor (Grounds). Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees and participates in the maintenance of ballfields, track and field courses, tennis courts, golf and swimming facilities and other recreational areas and facilities;
Conducts periodic inspections of the above and arranges for repairs and services as needed by assigning work crews or recommending that an outside contractor be called;
Assists in the planning of and implements daily work schedules and work assignments;
Prepares work orders for supplies and materials needed;
Conducts training sessions in order to ensure the safe operation of tools and equipment;
Oversees the maintenance of time and leave records;
Coordinates the maintenance and timely inspection of vehicles;
Works with supervisor in scheduling and assigning crews for snow and ice removal from parking lots, driveways and walkways using trucks, shovels, scrapers and snow blowers;
Acts for and in place of Maintenance Supervisor (Grounds) in his absence;
May apply and/or supervise the application of pesticides and other such controlled chemicals (see Special Requirements 2 & 3).

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the methods, procedures, safety practices and equipment used in the maintenance of grounds; good knowledge of the layout and care of parks, athletic fields, tennis courts, golf and swimming facilities and other recreational areas and facilities; working knowledge of the care and propagation of flowers, shrubs and trees; working knowledge of tools, methods and techniques used in semi-skilled maintenance work involving mechanical, electrical, plumbing, carpentry, masonry, painting and related tasks; ability to schedule and direct the work of others; ability to understand and follow oral and written directions.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and four (4) years of experience in the maintenance and/or construction of parks, landscaped grounds and/or recreational areas and facilities, one (1) year of which must have involved the direction of others.

NOTE: High school vocational or post high school education, appropriate to the care and maintenance of grounds (i.e. landscaping, turf management, floriculture, horticulture, gardening, natural resource conservation, agriculture, forestry) may be substituted for up to three (3) years of the required general experience on a year-for-year basis.

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SPECIAL REQUIREMENTS:

1. When required to operate a motor vehicle, must possess a valid driver license appropriate for the vehicle to be operated.
2. Employees of a local municipal government, i.e., towns, villages, school districts, special districts, etc., whose duties will include the application of pesticides must possess a valid pesticide applicator certification issued by the Commissioner of the New York State Department of Environmental Conservation to use pesticides in category 3A, Ornamentals and Turf.
3. Incumbents who are not certified to apply or supervise the application of pesticides may apply them provided they do so under the direct supervision of a certified applicator. The certified applicator must be an employee of the same facility. Direct supervision is defined in a booklet provided by the NYS Department of Environmental Conservation, Division of Solid & Hazardous Materials titled Part 325 Rules and Regulations Relating to the Application of Pesticides, Revised January 1, 2004.
4. It is the responsibility of each appointing authority to stay abreast of changes to applicable laws, statutes, rules, regulations, etc. relating to the application of pesticides and to comply with them.