

PARKS MAINTENANCE DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory and administrative work which involves a responsibility for overseeing the maintenance of a large number of parks and recreation facilities as well as planning and directing the development of current and future park land. The work is performed under the direct supervision of the Superintendent of Recreation and Parks. Supervision is exercised over the Maintenance Supervisor (Grounds), a Maintenance Mechanic and a Storekeeper. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, directs and supervises the development of current and future park land by reviewing plans, blueprints, specifications and estimates;
Submits recommendations concerning capital improvement projects, bid items and ongoing projects;
Works closely with architects and engineers on capital improvement projects and oversees projects to ensure completion and adherence to specifications;
Administers the operations and activities of the parks system to ensure maximum efficiency by planning daily and long-range scheduling of routine maintenance and emergency maintenance of all parkland, ballfields, playgrounds, swimming facilities, picnic areas, etc.;
Plans and directs the maintenance and care of parkland by scheduling ballfield maintenance, playground inspection, litter patrol and repairs to facilities as well as security, snow and ice removal, safety classes for subordinates, etc.;
Directs the enforcement of park policies and acts as a liaison between the parks division and the community;
Handles all questions dealing with park property from residents;
Prepares follow-up reports for Superintendents of Recreation and Parks;
Contributes to long-range planning by making written and oral recommendations concerning future acquisition of land, building of ballfields, playgrounds, picnic areas, etc. to meet the current and future needs of the community;
Prepares, presents and monitors the parks budget on a daily basis and prepares budgets for coming year;
Coordinates the community use of parks and oversees picnic, ballfield and snowmobile permits;
Represents the town in matters pertaining to parks operation and administration;
Works with the Highway Department, the Environmental Control Department and civic groups on projects;
Oversees the Central Warehouse by recommending vehicle and equipment acquisition and use and by reviewing budget expenditures.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the methods, procedures and safety practices related to grounds maintenance work; good knowledge of the layout and care of parks, athletic fields and recreation areas; ability to plan for future park usage and to make recommendations for same; ability to maintain records and prepare reports.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, and seven (7) years of experience in the maintenance and/or construction of parks, landscaped grounds and/or recreation areas or facilities, two (2) years of which must have involved the administrative supervision* of others.

NOTES:

1. An Associate's Degree or higher which included or was supplemented by six (6) credit hours in landscaping, horticulture, recreation, recreation and leisure and/or park maintenance or related curricula may be substituted for three (3) years of general experience; or other such schooling, including vocational schooling, may be substituted for general experience on a year-for-year basis.
2. A Bachelor's Degree or higher which included or was supplemented by twelve (12) credit hours in landscaping, horticulture, recreation, recreation and leisure and/or park maintenance or related curricula may be substituted for five (5) years of general experience; or other such schooling, including vocational schooling, may be substituted for general experience on a year-for-year basis.

*Administrative supervision means the directing of activities of a large subordinate staff, including subordinate supervisors. Such experience involves, but is not limited to, assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors and maintaining relationships with other organizational sections.