

## **SUPERVISOR (STREET AND PARKS)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a supervisory position responsible for planning and supervising the overall operation of the Street and Parks Department at the Village of Endicott, including the municipal pool. The incumbent is responsible for ensuring that the equipment is in proper operating condition and that the department employees are performing duties in an efficient manner and in accordance with assigned instructions. The position may involve participating in work activities and directing the work crews accordingly. This position requires availability to answer emergency calls outside of regular work hours. The work is performed under the direct supervision of the Village Manager and/or Mayor. Supervision is exercised over employees in the Street & Parks department. Does related duties as required.

### **TYPICAL WORK ACTIVITIES:**

Plans, supervises and participates in the construction, extension and maintenance of streets and parks;

Directs and assists in the sanding and salting of streets and roads, the removal of snow and ice, cleaning of pavements, grading and patching, the maintenance of catch basins and drains, refuse and recycling collection;

Assigns individual tasks to and checks the work of assigned personnel;

Inspects park area facilities to ensure they are in safe operating condition;

Requisitions materials, equipment, and services needed for making repairs and carrying out plans of the Department;

Manages the daily operations of the municipal swimming pool and carousels;

Accounts for revenue, ticket receipts, and fees for the Street and Park Department;

Prepares an annual operating budget, with justifications, for submission to the Village Manager/CFO;

Plans and makes recommendations concerning the long range goals for the Department;

Keeps abreast of New York State rules and regulations pertaining to the Department;

Inspects work carried out by assigned staff;

Prepares and maintains a variety of reports and records such as time records, equipment inventories, purchase orders, maintenance records, activity reports, personnel records, contracts and other reports that pertain to Street & Parks operations;

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

Good knowledge of the principles of practices used in planning, organizing and controlling the activities of a work unit;

Good knowledge of modern methods of street maintenance, repair and construction including ice and snow removal;

Good knowledge of park grounds maintenance including turf, trees, and shrubs;

Good knowledge of the installation, maintenance, and repair of recreation areas including playing fields and the municipal pool;

Good knowledge of the maintenance of buildings and park structures including sanitary facilities, roads and ice and snow removal;

Good knowledge of the principles, practices and equipment used in the Street and Park department;

Good knowledge of the methods, materials, tools and terminology used in road construction and park maintenance;

Good knowledge of the occupational, environmental, public, traffic control and work zone safety practices;

Good knowledge of the principals of supervision;

Working knowledge of applicable codes, laws, rules regulations and procedures governing the Street and Parks Department;

Skill in directing and supervising the work of others;

Skill in effectively communicating;

Ability to train, supervise, schedule and evaluate staff;

Ability to give clear and concise oral and written instructions;

Ability to work from rough sketches and blueprints;

Ability to read, understand, and interpret the rules and regulations governing the Street and Parks Department;

Ability to understand and interpret plans, specifications and technical instructions;

Ability to establish and maintain cooperative working relationships with public officials, community groups, contractors, vendors, and the public;

Ability to motivate and develop subordinates;

Ability to successfully implement procedural changes;

Willingness to work in adverse weather;

Willingness to respond to emergencies and work overtime.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate degree in Parks or Recreation Management, Civil Engineering, or closely related field and either:
- 1) Four years' experience in maintaining recreation facilities, grounds and equipment; OR

- 2) Four years' experience in the construction and or maintenance of streets including such areas as drainage, earthwork, paving, surface treatment, and shoulder stabilization, OR
- 3) An equivalent combination between the limits of 1) and 2) above; OR
- B) Six years' experience in maintaining recreation facilities, grounds and equipment; OR
- C) Six years' experience in the construction and or maintenance of streets including such areas as drainage, earthwork, paving, surface treatment, and shoulder stabilization; OR
- D) An equivalent combination of training and experience as indicated between the limits of A), B), and C) above.

NOTE: Education beyond the associate degree in the designated fields may be substituted for the required experience on a year for year basis up to two (2) years. A minimum of two (2) years of experience is required.

**SPECIAL REQUIREMENT:**

- 1) Possession of current Pool Operation Certification and Playground Safety Instruction Certification is required **during the probationary period.** Current certification must be maintained during employment in this title.
- 2) Possession of an appropriate level driver's license is required **at the time of appointment** and must be maintained during employment in this title.