

# **Parks Maintenance Manager Tompkins County**

**Department:** Town of Ithaca

**Classification:** Competitive

**Labor Grade:** P

**Approved:** 12/97, TB #222(1)

**Revised:** 03/05; 02/18; 03/18

**By:** AF, Commissioner of Personnel

## **MINIMUM QUALIFICATIONS:**

(a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Civil Engineering, Landscape Architecture, Natural Resources, Parks & Recreation Management, Environmental Studies, Forestry, or related field **AND** two years full time (or the equivalent part time and/or volunteer) experience in the survey, layout, design and/or construction and/or maintenance of parks and/or recreational areas or landscaping experience; **OR**

(b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Civil Engineering Technology, Landscape Architecture, Natural Resources, Parks & Recreation Management, Environmental Studies, Forestry or a related field **AND** four years full time (or the equivalent part time and/or volunteer) experience in the survey, layout, design and/or construction and/or maintenance of parks and/or recreational areas or landscaping experience; **OR**

(c) Graduation from high school or possession of a high school equivalency diploma **AND** six years full time (or the equivalent part time and/or volunteer) experience in the survey, layout, design and/or construction and/or maintenance of parks and/or recreational areas or landscaping experience; **OR**

(d) Any combination of training and experience equal to or greater than that defined in (a), (b) and (c) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

## **SPECIAL REQUIREMENTS:**

Must possess a valid New York State driver's license at the time of application and maintain such license and a clear driving record for the duration of employment.

## **DISTINGUISHING FEATURES OF THE CLASS:**

This position involves responsibility for overseeing the construction and maintenance of town's parks, trails, preserves, walkways, bikeways, cemeteries and recreational areas. The work is performed under the general supervision of the Town Highway Superintendent with leeway allowed for the use of independent judgment in carrying out work activities. Public Works Department activities are a coordinated effort between the Deputy Highway Superintendent, Water/Sewer Maintenance Supervisor and Parks Maintenance Manager. Supervises the work of; subordinate staff, work crews and volunteers. The incumbent will perform all related work as required.

## **TYPICAL WORK ACTIVITIES:**

- Assists Highway Superintendent in the planning and coordination of operations of Public Works Department;
- Oversees the construction and maintenance of parks, trails, preserves, walkways, bikeways, cemeteries, recreational areas and related structures;
- Coordinates with Deputy Highway Superintendent and Water/Sewer Maintenance Supervisor on work load of Public Works Department;
- Assists Highway Superintendent with the annual budget process;
- Relays written or oral direction from Highway Superintendent to the crews;
- Supervises the work of subordinate personnel, planning, assigning and reviewing work and makes staffing recommendations;
- Aides in the implementation of department policies and procedures; Monitors construction and maintains budget to track expenditures;

- Makes recommendations on improvements and changes to infrastructure and facilities; Prepares reports, keeps daily logs of projects, and tracks program costs for Highway Superintendent;
- Aides in the coordination of joint projects with other departments, governments, residents and agencies;
- Respond to constituents inquires relating to construction and maintenance of parks, trails, preserves, walkways, cemeteries, recreational areas, and related maintenance;
- Provide leadership in maintaining good and effective public relations;
- Provide technical assistance to Town Board and other boards, committees, officials and other department's staff;
- Maintains an inventory of supplies and equipment, and makes purchases as needed; Assists in the management of department records, documents and equipment;
- Keeps aware of safety procedures and/or potential safety hazards and relays them to the crew; Available for 24 hour emergency response.

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

- Thorough knowledge of the practices, methods, tools and terminology in the construction and maintenance of parks;
- Good knowledge of the proper use and operation of construction equipment;
- Good knowledge of management principles and practices;
- Ability to read and understand sketches, blueprints and plans;
- Ability to plan, schedule and coordinate construction and maintenance programs;
- Ability to be tactful and show good judgment;
- Ability to operate computers for administrative and operational purposes;
- Ability to communicate effectively by being clear and concise, both orally and in writing;
- Ability to apply good judgment and be accurate with all work products;
- Willingness to keep up-to-date and continuously improve knowledge and performance;
- Committed to a team approach to problem-solving;
- Ability to accurately create legible records;
- Ability to meet deadlines while performing in an unsupervised atmosphere;
- Must be customer service oriented with an ability to maintain interpersonal relationships;
- Performs duties in a cooperative, courteous and professional manner;
- Possesses good oral and written communication skills;
- Alert, observant, reliable, and dependable;
- Must maintain a neat and presentable appearance appropriate for the position;
- Must practice safe driving and work habits;
- Ability to get along with others utilizing tact and courtesy;
- The employee's physical condition shall be commensurate with the demands of the position, including the ability to routinely lift and handle weights up to 50 pounds.

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