

ASSISTANT SUPERVISOR (STREET AND PARKS)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the Supervisor (Streets and Parks) in planning, coordinating and reviewing the activities of work crews engaged in construction and maintenance of streets, parks, and adjacent areas. The incumbent is responsible for the efficient and economical use of work crews, materials and equipment in various construction and maintenance activities. The work is performed under the general supervision of the Supervisor (Streets and Parks) with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over subordinates. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, schedules, and participates in the activities of work crews and the use of materials and equipment in the construction and maintenance of streets, parks, and adjacent areas;

Acts in the absence of the Supervisor (Streets and Parks);

Makes daily inspections of projects;

Investigates complaints from the public regarding streets and parks;

Assists in managing the daily operations of the municipal swimming pool;

Prepares and maintains activity, cost and progress records and reports;

Confers with Supervisor (Streets and Parks) regarding personnel and equipment necessary for construction and maintenance projects;

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

Assists in the preparation of the annual operating budget, with justifications, for submission to the Supervisor (Streets and Parks);

Assists in planning and makes recommendations concerning the long range goals for the Department;

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

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern methods used in construction, maintenance and repair of streets and adjacent areas including snow and ice control;

Good knowledge of safety precautions used in street construction and maintenance work, snow removal and ice control;

Good knowledge of local geography and streets;

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

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

Good knowledge of the maintenance of buildings and park structures including sanitary facilities, streets;

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

Ability to read and understand sketches, blueprints and related street construction and maintenance plans;

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

Ability to plan and supervise the work of others;

Ability to understand and follow oral and written instructions;

Ability to give clear and concise oral and written instructions;

Ability to organize and maintain accurate records and files;

Willingness to work in adverse weather, to respond to emergencies and to work overtime;

Physical condition commensurate with the demands of the position.

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; or
- B) Two (2) years experience in maintaining recreation facilities, grounds and equipment; OR
- C) Two (2) 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.

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.