

PARK OPERATIONS MANAGER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class supervises and participates in construction and infrastructure within park areas. The incumbent has direct supervision over Construction Workers and other employees involved in construction projects. Work is performed under the general supervision of Deputy Commissioner of Public Works, Parks, Recreation and Youth Services-Building and Grounds, with leeway allowed in the use of independent judgement. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, organizes and directs activities involving the construction and maintenance of equipment and buildings in the park system; Supervises and performs construction and infrastructure activities on projects for optimum efficiency, economy, quality and safety; Assigns and supervises crews in park construction and equipment maintenance; Inspects buildings and equipment to ensure that they are in safe condition; Reads and interprets engineering drawings and construction plans; Keeps time records and sees that work schedules are maintained; Prepares and maintains a variety of records and reports such as equipment inventory, purchase orders, vehicle maintenance records, monthly activity reports and personnel records for the operations division; Supervises employees in carpentry, masonry, plumbing and electrical phases of projects and the operation of equipment; Performs carpentry, masonry, plumbing and electrical work and operates equipment; Attends meetings with Deputy Commissioner, architects, drafters and Park Managers concerning present and future projects; Requisitions materials and equipment related to the operational needs of the park system; Responsible for maintaining, inspecting and dredging flood water retaining structures; Maintains records and prepares reports regarding the flood water retaining structures; Responds to and organizes staff as necessary to respond to emergency calls.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, methods, materials, equipment and practices of the various construction trades including electrical, carpentry, masonry, plumbing, foundations and site work; Good knowledge of light and heavy equipment use and of various pieces of equipment and vehicles; Skill in supervising and directing the efforts of personnel from

various park operations trades to optimize efficiency, economy, quality and safety; Ability to interpret architectural and engineering drawings and construction plans; Ability to operate and instruct others in the operation of a wide variety of construction trade tools; Ability to plan and supervise the work of others; Ability to make computations involving fractions and percentages; Ability to communicate effectively both orally and in writing; Ability to maintain effective working relationships with employees, the public and outside agencies; Ability to maintain a variety of operational records; Ability to troubleshoot and direct resolution of emergency situations; Ability to perform work requiring physical effort.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in civil engineering, construction management, construction engineering management, or closely related field and two years of supervisory experience in one or more of the construction trades*; OR
- B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in construction management technology, civil engineering technology, building maintenance technology or closely related field and three years of experience in one or more of the construction trades*, two of which must have been in a supervisory capacity; OR
- C) Graduation from high school or possession of an equivalency diploma and seven years of experience in one or more of the construction trades*, two of which must have been in a supervisory capacity; OR
- D) An equivalent combination of training and experience as defined by the limits of A), B) and C) above.

* Construction trades is defined as that work which involves building, repairing and/or modernizing buildings, houses and other structures and their surroundings. This includes, but is not limited to, carpentry, plumbing, electrical, foundations or site work.

SPECIAL REQUIREMENTS:

- 1) Possession of the appropriate level Commercial Driver's License within the probationary period;
- 2) Certification in the following within the probationary period:
 - A) American Red Cross Standard First Aid or equivalent; AND
 - B) American Red Cross CPR or equivalent; AND
 - C) American Red Cross Automated External Defibrillator or equivalent.

R453 7/30/13

COMPETITIVE