



JOB POSTING

PARKS MAINTENACE SUPERVISOR

Appointment will be made on a Provisional basis, with permanent appointment following successful qualification in the Civil Service Examination, which will be scheduled at a later date.

This is work involving administration, development and maintenance of parks. Work is performed under general supervision. Supervision is exercised over subordinate park and maintenance personnel; does related work as required. This is done under the supervision of the Director of Public Works.

Work Activities: (General description, other tasks may be assigned)

Schedules and assigns daily park maintenance activities; Supervises and assigns building cleaning duties at Town Hall, Park Buildings and/or Highway Garage; Supervises minor repairs to park facilities and park and equipment recreation and sports fields; Prepares data concerning development of plans and designs for Park development and improvement; Orders supplies and parts needed for repair use; Prepares tentative budget to be submitted to supervisor; Maintains records and prepares reports as needed.

Performance knowledge, Skills, Abilities and Personal Characteristics:

Good knowledge of principles and practices of park maintenance activities; good knowledge of maintenance of recreational facilities; good knowledge of the tools, terminology and safety precautions used in the maintenance and repair of parks and recreation facilities; ability to plan, schedule and supervise park and recreation activities; ability to prepare written reports; ability to carry out written and oral directions; ability to get along with others; mechanical aptitude; sound judgment; physical condition commensurate with the demands of the position.

Minimum Qualifications:

1. Graduation from a regionally accredited or New York State registered College or University for which a Bachelor's Degree in Natural Resources Conservation, Environmental Science, Park Management or related field is granted; or 2. Graduation from a regionally accredited or New York State registered two year College or University with an Associate's Degree in Natural Resources Conservation, Environmental Science, Park Management or related field AND two years of professional full-time paid, or its part-time equivalent, experience in administration, development or maintenance of public parks.
2. Graduation from a regionally accredited or New York State registered two year College or University with an Associate's Degree in Natural Resources Conservation, Environmental Science, Park Management or related field AND two years of professional full-time paid, or its part-time equivalent, experience in administration, development or maintenance of public parks.

**To Apply: Submit a City of Canandaigua Employment Application and an Ontario County Application to Julie DeRue. Email julie.derue@canandaiguanewyork.gov
If you have any questions about the application process contact Julie at 585-337-2171.**

PARKS MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is work involving administration, development and maintenance of parks. Work is performed under general supervision. Supervision is exercised over subordinate park and maintenance personnel; does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Schedules and assigns daily park maintenance activities;
Supervises and assigns building cleaning duties at Town Hall, Park Buildings and/or Highway Garage;
Supervises minor repairs to park facilities and park and equipment recreation and sports fields;
Prepares data concerning development of plans and designs for Park development and improvement;
Orders supplies and parts needed for repair use;
Prepares tentative budget to be submitted to supervisor;
Maintains records and prepares reports as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of principles and practices of park maintenance activities; good knowledge of maintenance of recreational facilities; good knowledge of the tools, terminology and safety precautions used in the maintenance and repair of parks and recreation facilities; ability to plan, schedule and supervise park and recreation activities; ability to prepare written reports; ability to carry out written and oral directions; ability to get along with others; mechanical aptitude; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

1. Graduation from a regionally accredited or New York State registered College or University for which a Bachelor's Degree in Natural Resources Conservation, Environmental Science, Park Management or related field is granted; OR
2. Graduation from a regionally accredited or New York State registered two year College or University with an Associate's Degree in Natural Resources Conservation, Environmental Science, Park Management or related field AND two (2) years of professional, full-time paid experience, or its part-time equivalent, in administration, development or maintenance of public parks.

NOTE: Advanced education degree received, in a program or specific field noted above, will be accepted in lieu of the minimum education above.

APPROVED: September 7, 1995

REVISED: December 3, 2014

CIVIL SERVICE CLASSIFICATION: COMPETITIVE