



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424

www.ontariocountyny.gov ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

PARKS MAINTENANCE AND OPERATIONS MANAGER (COUNTY)

Civil Service Exam held in Ontario County
(Promotional)

Exam Date
March 28, 2026

Exam Number
70023-450

Application Deadline
February 27, 2026

Pay Rate: Ontario County 2026 starting salary: \$63,609/yr. (\$32.62/hr.)

Vacancy: The Ontario County Department of Public Works has one (1) position currently held by a provisionally appointed employee, who may be appointed on a permanent basis if found reachable on the Civil Service Eligible List established as a result of this examination.

This examination is being held to establish an Eligible List to fill future vacancies in this title, which may occur during the life of the Eligible List. An eligible may receive only one Permanent appointment from this Eligible List. If an eligible accepts a Contingent-Permanent appointment their name will be removed from the Eligible List only for the department or agency in which she/he received the Contingent-Permanent appointment. Once appointed, there will be a probation period of 8 to 26-weeks based on performance of duties.

➤ It is the applicants' responsibility to clearly show that they meet the **minimum qualifications** for the position.

Minimum Qualifications: On or before the examination date, candidates must possess Permanent Competitive status in the position of Caretaker for two (2) years in the Ontario County Department of Public Works.

In accordance with Civil Service Law, Section 52.10(a) which became effective September 4, 2024, time served provisionally immediately preceding permanent appointment shall count towards meeting the time in title and the employee shall be eligible to take the promotion examination.

Special Requirement for Appointment: Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

Anticipated Eligibility: Applicants who lack thirty days, or less, of meeting the minimum qualifications by the date of the examination will be admitted conditionally to the examination. However, proof of the additional days' qualifications must be submitted prior to the establishment of the eligible list.

Job Description: This is a technical and supervisory position responsible for the overall operations, maintenance, and management of Ontario County's park system, including public use areas, recreational amenities, equipment, and facilities, and shelters, and lodges, and grounds, other buildings, areas, and facilities. The work involves planning and coordinating maintenance projects, supervising seasonal staff and contractors, managing reservations and public use, and ensuring park facilities are safe, clean, and well-maintained. The incumbent is required to live in County-owned residence and be available for emergencies, public concerns, and operational issues after hours.

Job Description Continued:

This position is distinguished from Caretaker by its broader responsibilities in planning, supervision, and administrative functions including vendor coordination, budget input, and oversight of daily park operations. The incumbent works under general supervision of a higher-level staff member of the Department of Public Works with wide leeway for use of independent judgment. Supervision is exercised over maintenance staff, seasonal staff, and contractors. Does related work as required.

Subjects of Examination: A test designed to evaluate knowledge, skills and/or abilities in the following areas:

- 1. Park business management** - These questions test for knowledge of the principles and practices of planning, organizing and controlling the activities of a park business in support of park facilities. Typical activities may include such areas as revenue management, budgeting, purchasing, payroll, and related internal controls. The questions cover such topics as expenditures, supplies and equipment, inventory, cash receipts, purchases, and worker compensation.
- 2. Maintenance of buildings and equipment** - These questions test for knowledge of the principles and practices involved in the overall maintenance, construction, and upkeep of the typical structures, buildings, and equipment found in park facilities; and may include such areas as proper maintenance and repair of buildings, roadways, trails, flood control and drainage structures, minor mechanical and electrical systems maintenance, and safe operating practices.
- 3. Operation of park facilities** - These questions test for knowledge of the practices and procedures involved in operating park facilities and may include such typical areas as job safety, grounds and equipment maintenance, prioritizing work schedules, inspection and repair of park playgrounds, picnic areas, swimming facilities, public restrooms, hiking trails, and other park facilities, water and wastewater line repair, proper use of hand and power tools, revenue collection, customer and employee relations, and proper handling of emergency situations.
- 4. Work planning and scheduling** - These questions test for knowledge of the principles for developing and implementing work plans and for the ability to arrange work assignments in a manner that will achieve work goals while staying within scheduling criteria. This may include setting up vacation or work schedules, taking into consideration such factors as seniority, work skills, duty hours and shift coverage.
- 5. Installation, maintenance, and repair of recreation areas** - These questions test for knowledge of the principles and practices involved in the installation, upkeep, maintenance and repair of park and recreation facilities, including such areas as picnic facilities, playgrounds, athletic and playing fields, trails and walkways, sanitary facilities, and lawn care and grounds maintenance.
- 6. Supervision** - These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

Test guide: The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

USE OF CALCULATOR IS RECOMMENDED. Candidates are permitted to use quiet, hand-held, solar battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited. Cell phones, SmartWatches or any similar electronic devices are prohibited. You may not bring books or other reference materials. **You will not be permitted to use the calculator function of your cell phone.**

EMERGENCY CANCELLATION OF EXAMS WILL BE ANNOUNCED ON:

Ontario County Human Resources Webpage at <http://www.ontariocountyny.gov/94/Human-Resources> and NOTICE will be emailed to all approved Applicants no later than 7:30 AM the day of the scheduled exam.

SENIORITY CREDITS (POINTS) WILL BE ADDED TO A SUCCESSFUL ELIGIBLE'S SCORE AS FOLLOWS:

- Less than one year -- 0 points
- 1 year up to 6 years -- 1 point
- Over 6 years up to 11 years -- 2 points
- Over 11 years up to 16 years -- 3 points
- Over 16 years up to 21 years -- 4 points
- Over 21 years up to 26 years -- 5 points

Applications and further information may be obtained by visiting the ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES website at www.ontariocountyny.gov/HumanResources. Completed applications and application fees must be electronically filed by 11:59 p.m. on **February 27, 2026**.

It is the candidates' responsibility to keep their contact information (email address, phone number & USPS mailing address) current. The Address Change Form can be found at the Ontario County Department of Human Resources website: www.ontariocountyny.gov/HumanResources. To be considered for preference in certification based on residency, you must include the city and/or town/village and school district you live in. All communication is done electronically through the applicant provided email address.

If candidate **fails to receive an admission letter** at least seven days prior to the examination date, you should contact the Department of Human Resources immediately.

Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the box under **"Religious Accommodation"**. We will make arrangements for you to take the test on a different date (usually the following business day).

Disabled persons: If special arrangements for testing are required, indicate this on your application form.

In conformance with Section 85-a of the Civil Service Law, **children of firefighters and police officers killed in the line of duty** shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a maximum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

Any member of the **Armed Forces** of the United States of America, who having duly filed an application to compete in a scheduled competitive examination for Civil Service employment by the State of New York or any of its subdivisions and who due to active military duty is deprived of the opportunity to compete in such examination shall be provided with an opportunity to compete, under terms and conditions deemed appropriate by the State Department of Civil Service or Municipal Commission, by way of a special military make-up examination.

Veterans' Credits: Honorably discharged veterans may apply for additional points to be added to their final passing score on civil service examinations. The *Application for Veterans Credits*, the *Authorization for Disability Record*, and additional information regarding the requirements are available on our website at: www.ontariocountyny.gov/HumanResources. Completed forms must be received by this office before the Eligible List, from this examination, is established.

Public Service Loan Forgiveness Program (PSLFP) - The PSLF Program is intended to encourage individuals to enter and continue to work full-time in public service jobs. Under this program, you may qualify for forgiveness of the remaining balance on your (Direct Loan) loans after you have made 120 qualifying payments on those loans while employed full-time by certain public service employers. For more information about this program go to: <http://studentaid.gov>.

Ontario County is an **Equal Opportunity Employer** and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status or disabilities and, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Law and Rules and Regulations dealing with the rating of examinations will apply to this examination.

Michele O. Smith
Director of Human Resources

Parks Maintenance and Operation Manager
Exam No. 70023-450
Issued: 1/28/2026