

## **ASSISTANT PARK MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the implementation and participation in grounds, equipment and building maintenance in the Broome County parks which includes park areas, athletic fields, nature trails and skating rinks. An employee in this class has the responsibility for assisting in the day-to-day planning and leading of the work of park maintenance personnel and other seasonal employees. Supervision is exercised over subordinate staff engaged in maintenance activities. The work is performed under the general supervision of the Park Manager. In the absence of the Park Manager, the Assistant Park Manager assumes all of his/her duties and responsibilities. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans and assigns tasks to park maintenance personnel and seasonal employees;  
Trains full-time and seasonal employees in the safe and efficient maintenance of building and grounds;  
Keeps time and attendance records and sees that work schedules are maintained for subordinate personnel;  
Assists in the writing of performance evaluations for all full-time and seasonal employees;  
Maintains inventory records for fuel use, concession foods, supplies and recreational equipment;  
Instructs and assists in the use of a variety of building equipment and grounds maintenance equipment;  
Leads and participates in grounds, buildings and equipment maintenance activities;  
Assists the Park Manager investigating and identifying new funding opportunities;  
Assists in maintaining files regarding grant activities;  
Assists in the completion of forms related to grants and funding;  
Acts for the Park Manager in his/her absence while assuming all duties and responsibilities.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of building equipment and grounds maintenance practices such as plumbing, carpentry, electrical and heavy equipment operation;  
Good knowledge of the maintenance and safety procedures for park equipment;  
Good knowledge of the principles and practices of supervision;  
Working knowledge of health regulations as they pertain to a park facility;  
Working knowledge of first aid techniques;  
Working knowledge of maintenance supplies, materials and equipment in order to perform inventory checks;  
Ability to operate a variety of park and recreation maintenance equipment;

Ability to communicate effectively in writing and verbally;  
Ability to understand oral and written instructions;  
Ability to perform work requiring physical effort;  
Ability to perform general grounds, buildings and equipment maintenance;  
Ability to use various methods in researching grant and funding opportunities;  
Ability to complete a variety of forms and applications;  
Initiative;  
Resourcefulness;  
Courtesy;  
Tact.

**MINIMUM QUALIFICATIONS:**

- A) Possession of an Associate's Degree in Park and/or Recreation Management, Leisure Studies, Natural Resource Management, Construction Management, Environmental Management, Outdoor Studies, or closely related field and three years of experience in parks and recreation, construction, or building and grounds maintenance; OR
- B) Graduation from high school or possession of an equivalency diploma and five years of experience in park and recreation, construction, or building and grounds maintenance; OR
- C) An equivalent combination of training and experience as defined by the limits of A), B) and C) above.

SPECIAL REQUIREMENTS:

- 1) Possession of the appropriate level Motor Vehicle Operator's License at time of appointment.
- 2) Certification in the following within the probationary period:
  - American Red Cross Standard First Aid or equivalent AND
  - American Red Cross CPR for Professional Rescuer or equivalent AND
  - Automated External Defibrillator
  - EPI pen training

**NOTE:** Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.