

ASSISTANT MAINTENANCE SUPERVISOR (GROUNDS)

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work which involves assisting the Maintenance Supervisor (Grounds) with the scheduling, direction and training of work crews in the care and upkeep of grounds, parks and recreation areas and in the maintenance and cleanliness of related facilities and equipment. Personal participation in grounds and building maintenance activities is required. The work is accomplished in accordance with prescribed policies under the general supervision of either a higher-level maintenance supervisor or administrator, with some leeway for the exercise of independent judgment in completing assigned work projects. Supervision is exercised over a number of employees including grounds, maintenance and/or custodial staff. The incumbent may assume full responsibility for the unit in the absence of the Maintenance Supervisor (Grounds). Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees and participates in the maintenance of recreational areas and facilities (e.g., ballfields, track and field courses, tennis courts, golf and swimming facilities, etc.);
Conducts periodic inspections of recreational areas and facilities and either assigns work crews or recommends the hiring of an outside contractor to make the repairs or services;
Assists in the planning of and implements daily work schedules and work assignments;
Prepares work orders for supplies and materials;
Coordinates and/or schedules training sessions in order to ensure the safe operation of tools and equipment;
Coordinates the maintenance and timely inspection of vehicles;
Works with supervisor in scheduling and assigning crews for snow and ice removal from parking lots, driveways and walkways using trucks, shovels, scrapers and snow blowers;
Acts for and in place of the Maintenance Supervisor (Grounds) in his/her absence;
May operate a variety of motorized equipment and perform semi-skilled maintenance duties;
May operate a motor vehicle on public ways if qualified;
May apply and/or supervise the application of pesticides and other such controlled chemicals.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the methods, procedures, safety practices and equipment used in the maintenance of grounds; good knowledge of the layout and care of parks, athletic fields, tennis courts, golf and swimming facilities and other recreational areas and facilities; working knowledge of the care and propagation of flowers, shrubs and trees; working knowledge of tools, methods and techniques used in semi-skilled maintenance work involving mechanical, electrical, plumbing, carpentry, masonry, painting and related tasks; ability to supervise the work of others; ability to understand and carry out oral and written instructions; ability to get along well with others.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and four (4) years of experience in the maintenance and/or construction of parks, landscaped grounds and/or recreational areas and facilities, one (1) year of which must have involved the direction of others.

NOTES:

1. High school vocational and/or post high school education appropriate to the care and maintenance of grounds (e.g., landscaping, turf management, floriculture, horticulture,

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gardening, natural resource conservation, agriculture, forestry) may be substituted for up to three (3) years of experience in the maintenance and/or construction of parks, landscaped grounds and/or recreational areas and facilities on a year-for-year basis*.

2. An Associate's degree or higher in any applied science in or related to landscaping, horticulture or parks and recreation maintenance may be substituted for two (2) years of experience in the maintenance and/or construction of parks, landscaped grounds and/or recreational areas and facilities*.
3. Additional years of experience in the maintenance and/or construction of parks, landscaped grounds and/or recreational areas and facilities may be substituted for high school education on a year-for-year basis*.

SPECIAL REQUIREMENTS:

1. When required to operate a motor vehicle, must possess a valid driver's license appropriate for the vehicle to be operated. The appointing authority shall have the responsibility for the verification of the driver's license which may be checked throughout the course of employment in this title.
2. Employees of a local municipal government (e.g., town, village, school district, special district, etc.) whose duties include the application of pesticides must possess a valid pesticide applicator certification issued by the Commissioner of the New York State Department of Environmental Conservation to use pesticides in category 3A, Ornamentals and Turf.
3. Incumbents who are not certified to apply or supervise the application of pesticides may apply them provided they do so under the direct supervision of a certified applicator as defined in title 6, part 325 of the New York Codes, Rules and Regulations.
4. It is the responsibility of each appointing authority to keep up to date on changes to applicable laws, statutes, rules, regulations, etc. relating to the application of pesticides and to comply with them.

*One (1) year of experience which involves the direction of others is still required.