

CLASS TITLE**PARK CARETAKER-SUPERVISOR**

Class Code: 02215200

Pay Grade: 14G

EO Code: H

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: As a working supervisor, to lay out and supervise the work of a group of laborers and/or semi-skilled laborers engaged in the care and upkeep of a large state park or reservation; or upon assignment, to be responsible for the general operation and upkeep of a small state park or reservation with limited recreational facilities; and to do related work as required.

SUPERVISION RECEIVED: Receives both general and specific work assignments and instructions from a superior; work is reviewed both in process and upon completion for results obtained and compliance with assignments and instructions.

SUPERVISION EXERCISED: Reviews the work of a group of laborers and/or semi-skilled laborers assigned to assist, and as required, exercises functional supervision over seasonal employees.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

As a working supervisor, to lay out and supervise the work of a group of laborers and/or semi-skilled laborers engaged in the care and upkeep of a large state park or reservation and involving such activities as: keeping beaches, lawns, picnic areas, camp sites and grounds clear of rubbish, litter and other debris; mowing, raking, watering, seeding, sodding, fertilizing and rolling lawns; cleaning comfort stations, bathhouses and other buildings open to the public and to otherwise maintain the general cleanliness of all park or reservation areas; pruning and trimming hedges and shrub beds, planting and maintaining flower beds, grading, sodding, watering and conditioning baseball and football fields, tennis courts and other designated areas set aside for recreational and sports activities; pruning and thinning trees and clearing fallen timber; removing snow from park roads and parking lots, walks, trails and ice skating rinks and sanding those areas as required; splitting, gathering and storing firewood for picnic and camp site areas; setting out and removing picnic benches and tables and other equipment used in recreation and sports activities; making and/or repairing fences, guard rails, rustic furniture, signs, fireplaces, picnic benches and tables, and generally performing other minor construction and/or repairs to buildings and related structures involving carpentry, plumbing, masonry, painting or other trades; and operating, maintaining and repairing all equipment and tools required in the care and upkeep of a large state park or reservation.

Or, upon assignment, to be responsible for the general operation and upkeep of a small state park or reservation with limited recreational facilities and involving such activities as: supervising and laying out the work of a group of laborers and/or semi-skilled laborers engaged in performing duties and responsibilities comparable to those described in the previous paragraph; exercising functional supervision over lifeguards and other seasonal employees as required; making daily inspections of all operational areas within the park or reservation to determine cleanliness, needed repairs and/or construction, etc. and to plan daily routine assignments for those assigned to assist; meeting the public to disseminate information concerning the use and availability of camp sites, picnic areas and fireplaces, and other recreational facilities; and issuing permits for camp sites, picnic areas, and fireplaces and collecting fees for such permits and the sale of firewood.

To assign crews and workmen to various tasks; instruct them in the performance of their work; and to make inspections of all assignments, both in process and upon completion for adequacy and conformance to standards.

To prepare simple reports and maintain records.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the methods, practices and techniques involved in the care and upkeep of a state park or reservation, and the ability to apply such methods, practices and techniques; a working knowledge of the basic principles, practices and techniques of such trades as carpentry, masonry, plumbing and painting, and the ability to apply such knowledge in instructing laborers and/or semi-skilled laborers in performing minor construction and/or repairs to buildings and other structures within the park or reservation; the ability to lay out and supervise the work of a group of laborers and/or semi-skilled laborers; the ability to operate and instruct others in the operation of various equipment and hand tools required in the efficient care and upkeep of a state park or reservation; and to make minor repairs to such equipment and tools; the ability to prepare simple reports and maintain records; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: completion of ten school grades; and

Experience: Such as may have been gained through: employment as a semi-skilled laborer with experience in park care and maintenance, grounds maintenance or roadside development.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: At the time of appointment must be physically qualified to perform assigned duties as evidenced by a physician's certificate.

Class Revised: April 27, 1986

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