

ASSISTANT PARKS SUPERINTENDENT - 095

DEFINITION OF WORK

Under regular supervision, assists the Parks Superintendent in performing complex technical and administrative work overseeing the maintenance of parks and grounds areas, facilities and equipment of the City; does related work as required.

EXAMPLES OF WORK

Assists the Parks Superintendent by planning, organizing, directing and inspecting the work of crews engaged in the regular maintenance of parks and grounds areas, facilities and equipment; inspects areas and facilities for conformance to Local, State and Federal maintenance and safety standards; aids the Parks Superintendent in advising the importance of matters relative to division activities; supervises the work of ground crews and trains new employees in landscaping, planting, spraying, pruning and propagation of plants; assists in the design and supervision or inspection of the maintenance of park facilities; assists in preparing division budget and monitoring expenditures; aids in controlling capital assets inventory of division; aids in overseeing division personnel administration; prepares and maintains records and reports on maintenance management activities and equipment maintenance; provides liaison at the direction of the Parks Superintendent with other City departments on related activities; responds to citizen inquiries on maintenance activities or need for services.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a bachelor's degree with major work in park administration, horticulture or related field and considerable experience in design, construction and maintenance activities.

Knowledge, Skills and Abilities: Comprehensive knowledge of the principles, practices, equipment, tools and materials used in park maintenance and construction; thorough knowledge of general buildings, equipment, repair and maintenance; considerable knowledge of forestry, landscaping and horticulture as applied to parks and grounds areas; considerable knowledge of the grasses, flowers, shrubs and trees grown in the area, their planting time and their soil requirements; considerable knowledge of hazards and necessary safety precautions involved in construction work; ability to plan and supervise the work of employees; ability to establish and maintain effective working relationships with others.

SPECIAL REQUIREMENT

Possession of a valid North Carolina driver's license.