

Job Notice for Park Maintenance Supervisor

The City of Kingston, located at 420 Broadway, Kingston, NY, seeks a full time employee to perform the duties of a Park Maintenance Supervisor. This is a supervisory position responsible for planning, scheduling, assigning and supervising the daily operations and activities of Parks and Recreation maintenance and seasonal staff. While the position is supervisory in nature, the incumbent also directly participates in crew work activities as appropriate or needed. The position differs from that of Working supervisor by its increased administrative responsibilities, and by its supervision of multiple work crews and multiple projects on a daily basis. The work is performed under the general supervision of the Superintendent, with considerable leeway allowed for the use of independent judgment in supervising daily activities. Supervision is exercised over the work of supervisory staff, skilled, semi-skilled and unskilled workers.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree or higher in Engineering Science, Construction Technology, Architecture, Recreation and/or Parks Management or a related field and three (3) years of experience in park maintenance or construction activities, which shall have included experience in the operation of heavy equipment and one (1) year of supervisory experience; OR
- B. Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as defined in (A) above; OR
- C. An equivalent combination of the training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT FOR EMPLOYMENT: Must obtain a Certified Pool Operator Certificate issued by the New York State Department of Health within twelve months of appointment and maintenance of said certification for the duration of employment.

Must obtain a New York State Class B Commercial Driver License (CDL) within six months of appointment.

This is a full-time position and includes benefits such as health, dental and vision as well as pay increases according to the CSEA union contract, vacation, personal and sick time and holiday pay. The salary range is \$41,537 - \$48,880 annually. Enrollment in the New York State Retirement System is required.

This title is competitive and will be filled by a provisional appointment. A provisional appointment means the incumbent must sign up to take the Civil Service examination when it is scheduled and place in the top three willing to accept appointment in order to remain in the position.

The City of Kingston is an equal opportunity employer.

If you wish to apply, please send employment application to Jackie DeCicco, Executive Secretary, Civil Service, 420 Broadway, Kingston, NY, 12401. Please feel free to contact us at (845) 334-3921 Monday through Friday 8:30am to 4:30pm with any questions you may have. The applications can be found on our website at www.kingston-ny.gov.