

PARKS, BUILDING AND RECREATION COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for the leading and directing care and maintenance of city plants and flowers; of city green spaces, parks and median islands throughout the city. An employee may operate motor equipment as part of his or her duties and responsibility. The work is performed under the direct supervision of the Superintendent of Public Works with some freedom allowed to exercise independent judgment in carrying out the work. An incumbent exercises supervision of Laborers, Motor Equipment Operators, Heavy Equipment Operators and Seasonal Laborers. Performs related work as required.

TYPICAL WORK ACTIVITIES:

Grows plants and flowers from seedling to maturity for transplant in city owned facilities;

Selects and cultivates areas to receive the transplants;

Provides care and maintenance of city plants and flowers;

Plants city flora throughout spring, summer and fall;

Designs, develops, installs and maintains flower beds;

Plans, schedules, leads and directs the care and maintenance of city green spaces, parks and median islands throughout the city;

Performs basic repairs to city buildings including minor electrical, plumbing, painting, roofing and masonry work;

Performs carpentry services including material specification and window installation;

Maintains health and ecosystem of Hoopes Park pond; monitors pond conditions for algae and initiates corrective action when necessary;

Mows grass, trims bushes and performs other grounds keeping activities at Hoopes Park;

Receives calls from the public regarding the use of Hoopes Park;

Plans and coordinates city events throughout the year at Hoopes Park and assists park users with event coordination;

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Maintains basic records of maintenance and repairs of Hoopes Park, city green spaces, parks and median islands;

Performs winter activities throughout the city that include plowing and removing snow and ice from city streets, sidewalks and parking lots;

Supervises in work involving laborers and/or temporary and seasonal employees, machine equipment operators and heavy equipment operators;

Reports directly to the Superintendent of Public Works regarding maintenance and repair of Hoopes Park and city greens spaces, parks and median islands throughout the city.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONNEL CHARACTERISTICS:

Thorough knowledge of tools and construction components;

Familiar with horticulture and greenhouse operations;

Familiar with pond maintenance and fountain repair;

Thorough knowledge of tools, equipment, materials related to cultivating and planting of city plants and flowers;

Working knowledge of record keeping;

Ability to orally communicate effectively;

Ability to interact with the public in various situations;

Ability to understand and follow written and oral instructions;

Ability to lead and participate in work involving others;

Physical condition commensurate with the demands of the position.

PARKS, BUILDING AND RECREATION COORDINATOR**MINIMUM QUALIFICATIONS:**

- (a) Graduation from high school or possession of a high school equivalency diploma; **and**
- (b) Two (2) years of horticulture experience including planting, growing and maintaining various plant species; **and**
- (c) Five (5) years of carpentry and various construction experience.

SPECIAL REQUIREMENTS:

NYSDEC Pesticide License Type 3A and 3B (within twelve months); and

Possession of a New York State Class B Commercial Driver's License is required

Adopted 9/14/15 CSM
Competitive Class

