THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

Title  Principal Park Supervisor
Title Code  81112
FLSA Status  Exempt
Date Issued  R 6/18/80

General Duties and Responsibilities

Under general supervision, is responsible for the direction, operation and maintenance of parks and park facilities, or park districts and parts thereof, including the parkways, garages, playgrounds, zoos, and the structures, facilities, and any concessions therein, and performs the duties of an Administrative Park and Recreation Manager in that person’s absence; performs related work.

General Work Tasks

− Plans, organizes, and supervises the operation, and maintenance of one or more parks and/or park facilities, parks districts and parts thereof.

− Establishes and enforces operating and maintenance procedure in order to promote maximum public utilization of facilities and to safeguard the interests of the City. Plans, assigns, instructs and directs subordinate employee and confers with supervisors. Conduct surveys, investigates complaints and accidents.

− Is responsible for the collection, custody and deposit of revenues. Requisitions supplies and assigns equipment.

− Is responsible for ensuring that tools and equipment are in good operating condition and that there are adequate supplies. As supervisor of a bathing beach, is responsible for the protection of the public, both in the water and out, including the training of lifeguards.

− Enforces Department of Parks and Recreation rules and regulations and terms of license, permits, etc., issued by the department. Attends community and other meetings.

− Courteously interfaces with the public. Performs regular inspections of personnel, equipment and facilities and prepares reports on same, submits budgets and monitors expenditures.
Qualification Requirements

A valid Motor Vehicle Driver’s License issued by the State of New York within six months of the date of appointment and:

1. High school graduation or evidence of having passed and examination for a high school equivalency diploma and two (2) years of full-time paid experience in gardening, grounds maintenance or in the building construction or maintenance trades including one (1) year of supervisory experience; or

2. Four years of full-time paid experience in gardening, grounds maintenance or in the building construction or maintenance trades including one (1) year of supervisory experience; or

3. Three (3) years of full-time paid experience as climber or pruner or tree worker performing climbing and tree pruning duties including one (1) year of supervisory experience; or

4. A satisfactory equivalent, however, all appointees must have at least one year of supervisory experience as described above.

NOTE: Employees will be required to wear uniforms in accordance with the regulations of the Department of Parks and Recreation.

Direct Lines of Promotion

FROM:  
TO: