

ASSISTANT FACILITY MANAGER (SEASONAL)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of higher level park personnel, an incumbent of this seasonal position supervises and performs a wide variety of park maintenance and security activities, which may involve working rotating shifts. Supervision may be exercised over a small number of park employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in supervising all maintenance personnel in the sanitary and custodial care of picnic areas, boat launching areas, and all other park facilities;

Assists in supervising operations personnel in the collection of fees, ticket control, cash deposits, etc.;

Assists in the preparation and filing of records, reports, requisitions and inventory control of materials and supplies;

Responsible for contact with the public, which involves maintaining good public relations coupled with the proper handling of all complaints;

Assists in coordinating control and security of the facility with the cooperation of the Parkway Police.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of parks operation and maintenance; ability to assist in supervision of skilled and unskilled employees; good communication skills; ability to deal tactfully with others; good judgment; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and, either (a) four seasons' experience in the operation or maintenance of a park and/or recreational facility; or (b) an Associates Degree* and two seasons experience as described in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.