



BYRON W. BROWN
Mayor of Buffalo

NATHAN R. MARTON
Commissioner

DEPARTMENT OF PUBLIC WORKS, PARKS & STREETS

November 2, 2022

Title of Position: Parks Supervisor I
Number of Vacancies: One (1) Provisional
Salary Range: \$34,682 – 58,278

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of the proper park maintenance practices covering grounds and facilities;
Good knowledge of park operations, practices, and procedures;
Working knowledge of all motorized equipment used in park maintenance;
Ability to maintain records and reports;
Ability to plan and supervise the work of others;
Ability to work under adverse and all kinds of weather conditions;
Physical condition commensurate with the demands of the position.

DUTIES:

Schedules and assigns personnel, and takes part in, the routine maintenance of flowerbeds, shrubs, grass areas, etc.;
Directs and supervises personnel, and takes part in, the cleaning of shelter houses, locker rooms, and other buildings;
Plans, oversees, and takes part in snow removal activities;
Supervises and takes part in the maintenance and use of power mowers, tractors, plows, trucks, and other mobile equipment;
Supervises and takes part in the upkeep of athletic fields, tennis, and playground equipment, and other facilities;
Makes minor emergency repairs to existing facilities;
Maintains time records, work logs, accident reports, and other data pertinent to the department;
Performs related duties as required.

MINIMUM QUALIFICATIONS

Promotional

Continuous and permanent status as a Greenskeeper, Head Grower, Park Utility Worker, or Supervisor of Rinks and Pools in the Department of Public Works, Parks, & Streets, for **two (2) years**.

Special Requirement

Possession of a current **NYS Class A or Class B Commercial Driver's License**, which must be presented at time of appointment and maintained during employment.

City Residency Required

In the absence of clear and convincing evidence to the contrary, an applicant shall be deemed a non-resident if they cannot show ninety (90) days of continuous and uninterrupted residence in the City of Buffalo prior to filing application. Applicants must submit their resume detailing relevant experience and qualifications for this position by **Monday, November 14, 2022** to:

Kellianne Griffith
kgriffith@buffalony.gov
65 Niagara Square, Room 511
Buffalo, NY 14202