

## STREETS AND PARKS SUPERVISOR (City of Olean)

DISTINGUISHING FEATURES OF THE CLASS: The work of this class involves overseeing and participation in the daily operations of two divisions within the Department of Public Works of the City of Olean, Streets and Parks. Duties are performed under the general supervision of the Director of Public Works with wide latitude allowed for the exercise of independent judgement. Incumbents of this class provide direct supervision over Senior Street & Sewer Maintainer, Senior Parks Maintainer as well as subordinate Public Works employees, as assigned by the Director of Public Works. A Streets and Parks Supervisor does related duties as required.

### TYPICAL WORK ACTIVITIES:

- Leads and participates in the construction, maintenance and repair of all city streets and sidewalks including snow removal, street sealing, resurfacing, black topping, curbing and street painting;
- Assigns and reassigns personnel and equipment as needed;
- Performs masonry work in building catch basins, manholes, curbs, walks and walls;
- Schedules start-up of projects;
- Supervises and participates in excavation, drainage and embankment projects;
- Oversees preparations and execution of winter snow removal;
- Schedules, organizes, and plans maintenance activities of all athletic fields, buildings and recreational areas;
- Operates motorized heavy machinery equipment, e.g. bulldozer, grader, roller, tractor, excavator, conveyor, and/or loader;
- Administers personnel policy for Streets and Parks Divisions, including employee evaluation, discipline, and safety;
- Investigates accidents involving Department of Public Works personnel and/or equipment;
- Advises the media and public of road conditions;
- Assists in coordinating public events, sports events, and scheduling park rental facilities;
- Prepares a variety of written reports and records;
- Briefs the Director of Public Works on the status of daily operations.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of equipment, materials, and techniques of road construction and maintenance; working knowledge of occupational safety and health principles applicable to road construction, transportation, traffic control devices, and road maintenance; good knowledge of the operations of trucks, tractors, and other types of automotive equipment used in streets and parks operations; strong ability to identify and set priorities; ability to plan, and supervise the work of others; ability to maintain records and prepare reports; ability to estimate cost of small construction or repair projects; ability to interpret plans and specifications; ability to plan and coordinate multiple projects; ability to operate motor equipment; ability to maintain employee time and purchasing records; ability to understand and explain written

material to subordinates; ability to explain department activities to the public; ability to communicate effectively both orally and in writing; ability to match workers skills to case requirements; good powers of analysis; tact; emotional maturity and stability; good judgement; manual dexterity.

MINIMUM QUALIFICATIONS: High School graduation or possession of a high school equivalency diploma and either:

- A) Possession of at least an Associate Degree in Construction, Surveying, Building Technology or related field and three (3) years of experience participating in road construction or maintenance activities or in excavation, drainage and embankment projects, which included project management; OR
- B) Five (5) years of experience years participating in road construction or maintenance activities or in excavation, drainage and embankment projects, which included project management.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

*SPECIAL REQUIREMENT:* Possession and maintenance of a *Class B* Commercial Driver's License (CDL) with endorsements and without restrictions as appropriate for the type of vehicle operated.

## CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 07/11/19  
Revised: 12/27/22