

March 6, 2023

**Town of Lancaster
Parks, Recreation, Forestry, Buildings and Grounds
525 Pavement Road
Lancaster, NY 14086**

The Town of Lancaster Parks, Recreation, Forestry, Buildings and Grounds is accepting applications for the position of full-time Park Crew Chief. Please refer to the attached job description for further information regarding the specific job duties and requirements for this position.

Please send a completed “confidential” letter of interest and resume on or before March 31, 2023 to:

**John Pilato, Highway Superintendent
Town of Lancaster
525 Pavement Road
Lancaster, NY 14086**

PARK CREW CHIEF

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DISTINGUISHING FEATURES OF THE CLASS: The work involves supervising and participating in the maintenance and care of park facilities; works under the general supervision of a higher ranking employee for conferences and reports; exercises supervision over a number of employees for assignments and inspection of work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises the work activities connected with the operation of parks, including playgrounds and equipment, skating rinks, grounds, buildings and equipment;
Supervises the work of employees by making assignments, training in procedures, assigning equipment, inspection and evaluation of work performed;
Supervises and participates in such activities as snow removal, setting up and storing equipment, grass cutting, general maintenance and repair of buildings and equipment and park protection;
May assist in carrying out and supervising a park recreational program; keeps records and prepares reports on activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of building and grounds maintenance procedures and equipment as related to a small park; ability to perform a variety of unskilled maintenance and repair tasks; ability to get along well with others; ability to plan and supervise the work of others; ability to follow detailed oral and written instructions; industry and dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Elementary education and at least four (4) years of general maintenance or construction work which included some supervisory experience.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements