

RECREATION MAINTENANCE SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Town of Kirkland and involves responsibility for the efficient and economical performance of maintenance functions in the Town Recreation Area, Town Parks, playgrounds and other recreation areas. An employee in this position is in charge of building maintenance and repair which involves working with and adjusting complex and sophisticated climate control and ice making equipment in the recreation center, as well as, maintenance and repairs at the Town Parks, playgrounds and other recreation areas. The work is performed under supervision of a higher level supervisor or official with leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision is exercised over the work of lower level employees engaged in maintenance. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Operates, adjusts, maintains and repairs refrigeration and ice making equipment at the recreation center;
- Operates and maintains a building climate control system including troubleshooting, cleaning, adjusting, lubricating and minor repairs to evaporators, condensers, air conditioning equipment, exhaust fans, air compressors, generators, etc.;
- Supervises, schedules and assigns tasks to subordinate maintenance employees for maintenance and repair at the Town Recreation Arena, Town Parks, playgrounds and other recreation areas;
- Instructs subordinate maintenance employees in the proper use and operation of equipment, and makes regular inspections to ensure proper minor maintenance and cleaning procedures are followed;
- Instructs subordinate employees in the recording and interpretation of ice making, refrigeration and heating gauges and meters to recognize abnormal conditions, secure equipment in emergency situations and ensure systems operate properly;
- Operates compressors, maintains head and suction pressures, oil level and unloading pressure;
- Oversees and checks cooling brine temperature, pH and S.P. of the brine, expansion tank, header and related items;
- Supervises and performs minor electrical, plumbing, carpentry and mechanical repairs including replacing switches, repairing motors, locks, toilets, faucets, etc., and keeps the equipment and machinery in running condition;
- Reports major problems or difficult repairs to superiors for maintenance or repair by private contractors;
- Supervises and participates in groundskeeping tasks including mowing grass, trimming shrubs, shoveling and use of snow removal equipment, and other groundskeeping tasks;
- Orders maintenance supplies and equipment;
- Checks to ensure that buildings are heated, cleaned, locked and unlocked and in readiness for recreational activities;
- Cleans, lubricates and services pumps, fans, blowers, unit ventilators and related heating and cooling equipment;

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TYPICAL WORK ACTIVITIES: - Continued

Repairs and replaces thermostats, valves, pump gaskets, filters, relays, and related equipment;
Maintains ice resurfacing equipment;
Supervises, and may operate, an ice rink resurfacing machine prior to, during, and after recreation activities;
Advises recreation center personnel on needed mechanical repairs and maintenance of equipment associated with environmental control and ice making;
Prepares records and reports concerning the operation and minor maintenance of recreation facilities, buildings and grounds.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of operation, maintenance and repair of heating, refrigeration and air condition equipment; thorough knowledge of the principles of building air conditioning and heating; good knowledge of recreational ice making equipment and practices used in maintaining ice skating rinks; good knowledge of building cleaning, maintenance and repair practices; good knowledge of principles and practices of one or more of the mechanical or building trades; ability to plan and supervise the work of others; ability to understand complex oral and written directions; ability to read and interpret gauges and meters; ability to operate an ice rink resurfacing machine; ability to perform a variety of minor plumbing, electrical and mechanical repairs; ability to prepare records and reports.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree in construction technology, heating, refrigeration or air conditioning technology or related field **AND** one (1) year of supervisory experience in building and grounds maintenance activities, including the installation and/or servicing of air conditioning, heating or refrigeration equipment; **OR**
- (B) Graduation from high school or possession of an equivalency diploma **AND** three (3) years of experience as outlined in (A) above, one year of which shall have been in a supervisory capacity; **OR**
- (C) An equivalent combination of experience and training, as defined by the limits of (A) and (B) above.