

ASSISTANT SUPERINTENDENT, ESSEX COUNTY DEPARTMENT OF PARKS, RECREATION AND CULTURAL AFFAIRS

DEFINITION

Under direction, has charge of and supervises the work involved in maintaining and caring for all parks; does relative work as required.

NOTE:

The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK

Plans and supervises varied maintenance and repair programs at parks, recreation facilities, and/or athletic fields.

Gives assignments and instructions to assigned employees.

Prepares budget estimates and supporting exhibits and materials; requisitions, receives, accounts for, stores, and issues materials and supplies.

Checks payrolls and attends conferences relevant to expediting various field operations.

Supervises lower-level supervisory personnel and other employees engaged in repairing park buildings; landscaping; grading grass plots; sowing grass seed; weeding and mowing lawns; pruning and spraying trees; trimming shrubbery; planting and caring for flowers; cutting hedges; painting and making repairs to benches and other park and playground equipment; lining sports fields; caring for restrooms; and sweeping and cleaning walks and paths.

Ensures the proper use and care of needed equipment, materials, and supplies.

Supervises outside contractors to ensure contracted specifications are being met.

Prepares suitable reports.

Supervises the establishment and maintenance of needed records and files.

Keeps needed records of personnel, equipment, materials, work done, and time spent.

Recommends the selection of specified equipment for the maintenance of parks.

Plans for park improvements, including structures, playing field installations, and roadways.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS

EDUCATION

Graduation from high school or possession of a high school equivalency certificate.

EXPERIENCE

Five (5) years of management experience involving planning the care and maintenance of large tracts of ground, including the planting and care of shrubbery and flowers, the maintenance of public recreation facilities and the preparation and administration of budgets.

CERTIFICATE

Possession of a current and valid certificate as a commercial pesticide applicator or a commercial pesticide operator issued by the New Jersey Department of Environmental Protection may be required.

LICENSE

Appointees will be required to possess a driver's license valid in New Jersey only if operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES

Knowledge of the equipment and methods used in caring for park facilities.

Knowledge of the operation of varied types of park machinery.

Knowledge of the public uses to which parks and property are used.

Knowledge of sound budgetary practices.

Knowledge of public purchasing practices.

Knowledge of effective park planning techniques.

Ability to give suitable assignments and instructions to employees.

Ability to provide technical advice and direction when difficult and unusual problems arise.

Ability to see that reasonable standards of workmanship and output are maintained and that desired objectives are achieved.

Ability to work harmoniously with associates, citizens, and others using the park facilities.

Ability to supervise the planting and care of trees, shrubbery, and flowers.

Ability to prepare suitable reports and to supervise the establishment and maintenance of needed records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered acceptable.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

SALARY RANGE

Commensurate with Experience

HOURS OF WORK

Must be available weekends and holidays.

TO APPLY:

Please send resume and cover letter to Jackie Jones, Director of Human Resources, at jjones@admin.essexcountynj.org by Friday, October 2, 2026.