

VILLAGE OF GREENPORT – NOTICE OF OPEN EMPLOYMENT POSITION

PLEASE TAKE NOTICE that the Village of Greenport is currently accepting applications for the position of **Park Attendant III**, in the Recreation Department (Marina).

Applications will be accepted until March 30, 2023.

Applications may be mailed to the Office of the Village Clerk as follows:

Village of Greenport
236 Third Street
Greenport, NY, 11944

Attn: Village Clerk Sylvia Pirillo, or: applications may be e-mailed to the Office of the Village Clerk at the following address: spirillo@greenportvillage.org.

Please refer to the Suffolk County Department of Civil Service web site for an explanation of job specifications for the title as referred to above. Printed specifications can also be obtained from the Office of the Village Clerk, Sylvia Pirillo, at: 236 Third Street, Greenport, NY, 11944.

Please phone: 631.477.0248 to obtain a copy, or visit our web site: www.villageofgreenport.org.

Salary is \$ 20.00 per hour based on a 40-hour work week, and a full benefits package is applicable to this position.

The Village of Greenport is an equal opportunity employer and does not discriminate on the basis of race, color, creed, ancestry, disability or handicap, marital or financial status, military status, religion, sex, sexual orientation, age or national origin with respect to employment or any employment related matter and the Village of Greenport requires that all contractors participating in contracts for public work in the Village of Greenport and all subcontractors of those contractors comply with that same requirement. The Village of Greenport encourages bids for public contracts and subcontracts of those contracts by minority and women owned contractors and entities and the Village of Greenport may solicit bids and contracts from such entities with respect to the Contract noticed herein.

Dated: March 13, 2023

Village Clerk Sylvia Lazzari Pirillo, RMC / Village of Greenport

DISTINGUISHING FEATURES OF THE CLASS

Under supervision, an employee in this class participates in the performance of a variety of grounds and buildings maintenance activities in municipal parks and recreation areas. Positions in this class also involve the supervision of seasonal personnel responsible for performing a variety of maintenance activities and collecting boat rental, parking and other special fees. Performs related work as required.

TYPICAL WORK ACTIVITIES

Supervises seasonal personnel at one or more parks and participates in the performance of grounds maintenance activities such as raking, mowing grass and picking up litter;
Supervises and participates in routine custodial duties;
Supervises and participates in the directing of traffic;
Oversees and participates in the collection of fees for boat rentals, parking and other special fees;
Prepares revenue reports and bank deposits for review by a Park Supervisor.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of park rules and regulations; good knowledge of available park facilities; some knowledge of standard tools and practices used in general labor work; ability to make mathematical computations accurately and with reasonable speed; ability to assign and supervise the work of seasonal personnel in a manner conducive to full performance and high morale; ability to understand and follow oral and written instructions; skill in the use of common hand tools; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

Either:

(a) Graduation from high school or possession of a high school equivalency diploma and one (1) year supervisory experience in groundskeeping or maintenance work; or

(b) Two (2) seasons experience as a Park Attendant II.

NOTE: Additional education beyond high school may be substituted for the above experience on a year-for-year basis.

NECESSARY SPECIAL REQUIREMENT

Candidates must possess a valid New York State driver's license at the time of appointment. License must be maintained throughout employment in this title. Type of license will be determined by the appointing authority with respect to the type of vehicle to be operated

R11/01/01
SUFFOLK COUNTY
Non-Competitive
Review 7/23/15
