

JOB DESCRIPTION FOR PARK SUPERINTENDENT Town of Copake

Responsibilities Include

The Park Superintendent shall be responsible for the following:

- Oversee and assist with all outside maintenance (lawns, shrubs, beds, trees) at the following properties: Copake Memorial Park, Folger's Triangle, Hamlet Sign, Clock Circle, Parkside Drive, Town Hall Property, Fire Pond Park and adjoining property
- Coordinate all outside events, athletic practices and games at the Copake Memorial Park
- Order all maintenance material
- Open and winterize outside restrooms & concession stand
- Maintain the Ice Rink
- Coordinate all outside agencies for large events
- Oversee and or provide maintenance of Health Department Inspections & Reports including
- Water Testing
- Coordinate with Summer Park Program Director
- Maintain Playground Equipment & Fall Zones
- Check Park frequently to insure proper maintenance and Garbage Cans have been tended to
- Check all other properties frequently to insure proper maintenance (weeding, pruning, Etc.)

Outside Contractor and Employees

The Park Superintendent shall advertise for and subject to the approval of the Town Board, hire an outside contractor to maintain Williams Cemetery, the lawn at the Roe Jan Historical Society, the Flag Green in Copake Falls and Viewmont Circle. The Park Superintendent shall oversee the maintenance of these properties to assure frequent and proper maintenance.

The Park Superintendent shall advertise for and subject to the approval of the Town Board hire seasonal employees to be paid at an hourly wage set by the Town Board. The Superintendent shall oversee and manage these employees and it shall be within his sole discretion when and how often they work, provided that their hours do not exceed the budget.

Special Park Events

The following are Special Events which may be scheduled on an annual basis. The Park Commission and or outside groups arranging these events shall communicate with the Park Superintendent regarding scheduling. The Park Superintendent shall make necessary preparations and accommodations prior to the event. The Park Superintendent shall not be required to attend for these events.

- Little League Opening Day
- Easter Egg Hunt
- Garden Tractor Pull
- Tractor Pulls (2)
- Memorial Day Parade (Every 3rd Year)
- Haunted House
- Parade of Lights
- Concerts in the Park- every Saturday evening from late June until late August
- Alumni Soccer Game

Preparing and Maintaining Playing Fields

Little League Practices & Games

Girls Softball Practices & Games

The Park Superintendent shall be responsible for clean-up of the playing fields and dugouts in the beginning of the season. During the season the Park Superintendent shall be responsible for putting down and working up the clay, and mowing as often as needed.

The Little League or other teams playing at the Copake Memorial Park shall be responsible for putting down lines and raking the clay before games. They shall also clean up the dugouts and rake the clay infields at the end of each game.

September 9, 2022