

Lehi City

Job Description



Title:	Parks/Buildings/Cemetery Superintendent	Code:	1300
Department:	Public Works	Last Revised:	01/13
Division:	Parks, Buildings, Cemetery	Effective Date:	

GENERAL PURPOSE

Supervises and administers the maintenance and construction of all parks, buildings, cemeteries, streetscapes, trails, trailheads and other landscaped areas of the city.

SUPERVISION RECEIVED

Works under general supervision of the Public Works Director.

SUPERVISION EXERCISED

Provides supervision to Cemetery Sexton, Lead Parks, Building, Cemetery Maintenance Workers and Parks, Buildings, Cemetery Maintenance Workers II and I.

ESSENTIAL FUNCTIONS

Performs routine administrative duties related to the planning, coordinating and implementing of facility and environmental maintenance program(s) and projects for all city parks, facilities, cemetery, and buildings; develops short range and long range projections related to needed materials, staff, budget and equipment; develops goals and objectives; develops, recommends, and implements standard operating procedures; maintains comprehensive work records, maintenance records, accident records, vehicle maintenance records, equipment and labor costs; collects information and data for various reports; prepares reports and statistical analyses to aid and plan in the evaluation of facilities maintenance programs; assists in the preparation of budget recommendations, makes cost projections, reviews billings for accuracy; monitors inventory of parts and equipment.

May coordinate with architects and consulting engineers to resolve facility problems; makes recommendations for use of professional service providers.

Supervises personnel performing general and routine parks and cemetery maintenance, custodial and building maintenance duties; oversees construction, maintenance and repairs performed by contract vendors and part time workers; assures quality and monitors schedules and time tables; evaluates performance and makes recommendations affecting employment status, i.e. advancement, retention and discipline.

Orders necessary materials and equipment to assure appropriate inventory of supplies and products; receives and processes invoices for purchases; monitors expenditures to conform with established budget limitations.

Receives notification of building and grounds problems from city offices; assesses extent of problem or need and organizes work priorities; determines needed equipment, materials, and personnel.

Oversees preparation and set up for sports park events including concerts, art shows, etc.; ensures proper operation of various components of facilities, i.e., electrical, climate controls, sound system, etc.;

Monitors facility temperature controls; performs daily inspections and makes adjustments; performs general maintenance to assure efficient operation of gas furnaces; maintains various monitoring and safety devices designed to prevent or control fire, theft, etc.

Assures city facilities (interior and exterior) are clean, safe, and attractive; coordinates custodial personnel and assigns or performs tasks such as: sweeping, moping, or scrubbing hallways, stairs and floors; wax removal and floor sealing using power sander or appropriate chemicals; carpet cleaning etc.; assures parking lot and grounds maintenance and grooming; performs the same as needed.

Opens buildings and provides building security as required; prepares meetings and sets up equipment, furniture, etc.

Works with state and federal agencies and assists with inspections of city facilities to assure compliance with standards related to access under the ADA; performs preliminary inspections to insure conformity to health and safety standards and building and electrical codes as established by OSHA and UOSHA.

Determines the need for applications of fertilizer, herbicide, pesticide, soil conditioner, and other turf maintenance procedures; supervises and performs spraying of herbicides, insecticides, fungicides, and pesticides to control undesirable growth, rodents, and pests; calibrates and operates spraying equipment

in applying fertilizers and other growth agents to stimulate growth and beautification of grass and other greenery.

Performs and/or coordinates field supervisory duties to carry out tree and shrub planting program; coordinates and participates in planting of lawns, trees, shrubs and other greenery; supervises pruning and trimming projects; assures adherence to watering schedules.

Performs seasonal duties; winterizes sprinkler systems; removes snow from building walkways; sets up displays, hangs Christmas decorations and lights.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience

A. Graduation from high school or G.E.D. required. Demonstrated commitment to post-secondary education/training required, including the ability to graduate with an Associate Degree from an accredited college within two (2) years from date of hire. Graduation from an accredited college with an Associate Degree with major coursework in Arboriculture, Horticulture, business management or related field preferred. Specialized training related to facilities maintenance, construction or related field required.

AND

B. Six to eight (6-8) years related work experience which includes progressively increasing responsibilities and supervisory experience;

OR

C. May substitute, year for year, up to two years of additional directly-related education for experience.

2. Required Knowledge, Skills, and Abilities:

Considerable knowledge of principles of management, supervision, and planning, OSHA safety standards, maintenance practices and procedures; landscape design and maintenance construction techniques, and methods related to carpentry, plumbing, or electrical wiring; methods, materials and equipment used in general custodial work; the operation and minor maintenance and repair of plumbing fixtures; electrical/mechanical systems, small motors, etc.;

Skill in use of a variety of hand and power tools such as mowers, trimmers, hammers, saws, wrenches, sanders, floor buffers, vacuums, and other tools common to park operations and maintenance, building maintenance and repair.

Ability to determine needs for services and supplies necessary to carry out the task; lift and carry moderately heavy loads; operate grounds equipment and power tools; establish and follow through on work priorities; make quality decisions in emergencies; communicate effectively, verbally and in writing; ability to develop effective working relationships with subordinates, supervisor, fellow employees.

3. Special Qualifications:

Must be able to move objects weighing up to 100 lbs.

Must possess valid driver's license.

Must become a licensed applicator of herbicides through State of Utah.

4. Work Environment:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, etc. Talking, hearing and seeing essential to the performance of the job. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, discriminating thinking. Frequent local travel required in normal course of job performance. Occasionally exposed to high work places, volatile materials, electrical hazards, and toxic materials. Strength of arms, hands, legs, and back required in the performance of essential functions.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)