

Parks, Buildings, and Cemetery Assistant Superintendent

DEPT:	Parks, Buildings and Cemetery	FLSA:	Non-Exempt
DIV:	Parks, Buildings, and Cemetery	EEOC:	Service/Maintenance
DATE:	January 2022		



POSITION SUMMARY

Assists the Parks, Buildings and Cemetery Superintendent with supervision, administration, maintenance and construction, installation, maintenance, upkeep and repair of City facilities, parks, grounds Cemetery general environs.

SUPERVISION RECEIVED

Parks, Buildings, and Cemetery Superintendent

SUPERVISION EXERCISED

Provides supervision to the Lead Parks and Buildings Maintenance Workers and Parks and Building Maintenance Workers II and I.

ESSENTIAL FUNCTIONS

Participates in various administrative and planning processes; offers insights for projects impacting park operations; attends pre-construction meetings; performs general park operations inspections to monitor quality and compliance with established work standards; coordinates inter-departmental projects as needed; makes recommendations impacting project bond releases.

Assists the Parks, Buildings, and Cemetery Superintendent with the routine administrative duties related to the planning, coordinating and implementing of facility and environmental maintenance program (s) and projects for all city parks, facilities, buildings and Cemetery; assists in the development of short and long range projections related to needed materials, staff, budget and procedures; assists in the maintenance of comprehensive work records, maintenance records, accident reports, vehicle maintenance records, equipment and labor costs; assists in the collection of information and data for various reports; assists in the preparation of reports and statistical analyses to aid and plan in the evaluation of facilities maintenance programs; assists in the preparation of budget recommendations, assists in cost projections, Fills in when needed to attend as a member of the Development Review Committee to ensure Department standards are maintained; follows through and releases all bonds; monitors inventory of parts and equipment.

Assists in the coordination and resolution of facility problems.

Assists in the supervision of personnel performing general and routine parks maintenance, custodial and building maintenance duties; assists the Parks, Buildings, and Cemetery Superintendent in over-seeing 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.

Assists in ordering necessary materials and equipment to assure appropriate inventory of supplies and products; assists in processing invoices for purchase; 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.

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

Assists in monitoring facility temperature controls; performs daily inspections and make 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; assists with the coordination of 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 sprinkling 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. Associates Degree in Facilities Management, Construction Management, or related field AND
- B. Eight (8) years related work experience which includes progressively increasing responsibilities, including two (2) years of supervisory experience.
- 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 and 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 and facility operations and 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 drivers license. CDL preferred

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)