



### Position Description

<b>Job Title</b>	Parks and Cemetery Skilled Operator/Supervisor
<b>Department</b>	Parks and Recreation
<b>Employment Status</b>	Full time
<b>Exempt/Non Exempt Status</b>	Nonexempt

#### Scope of Work

This is a “working supervisor” position that supervises the Parks and Recreation maintenance staff and performs a range of general maintenance duties in the upkeep and repair of the City’s park system.

The position also supervises the daily functions in the cemetery, and is responsible for supervising the Parks and Cemetery Operator.

#### Supervision

<b>Received</b>	Director of Parks and Recreation
<b>Exercised</b>	Supervises up to five full time (or full time equivalent) employees

**Essential Job Functions** The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Performs full maintenance of all Parks and Recreation facilities and grounds; maintains turf and ball fields; provides custodial cleanup and repairs at facilities; maintains cleanliness of rest rooms; provides special event setup and takedown; sets forms and pours cement; plans and performs construction projects; performs snow and ice removal.
- Performs repairs and preventative maintenance on Department machinery, equipment and vehicles; maintains inventory and records.
- Performs tree trimming and removal according to City ordinances.
- Supervises the Parks and Cemetery Operator position.
- Plans and supervises the work of the seasonal park maintenance staff; assigns work; rearranges and

prioritizes work assignments and schedules as needed; trains and evaluates staff; assists with payroll duties.

- Orders supplies and equipment as needed; maintains service and purchase records.
- May assist City mechanic in vehicle and equipment repairs on other City property as needed.

**Other Job Functions**

- Performs related duties as assigned.

**Requirements of Work**

Graduation from high school plus 1 year of technical training in grounds and facility maintenance and the operation of machinery and equipment, and at least 4 years of experience in grounds and facilities maintenance and the operation of equipment; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

<b>Knowledge of</b>	<ul style="list-style-type: none"> <li>• Department policies, procedures and services.</li> <li>• Park maintenance operations, including turf, ornamentals, landscape construction, horticulture, gardening, insect and disease diagnosis and tree care.</li> <li>• The use and operation of equipment and vehicles used in the maintenance of parks, buildings and forestry operations.</li> <li>• Facility maintenance including electrical systems operations, plumbing, HVAC, building construction and custodial operations.</li> <li>• The use and operation of computers and general office equipment.</li> </ul>
<b>Ability to</b>	<ul style="list-style-type: none"> <li>• Interpret and apply Department and City policies and procedures as they apply to parks maintenance operations and personnel administration.</li> <li>• Understand and carry out instructions.</li> <li>• Analyze data, identify problems and develop and implement solutions.</li> <li>• Plan, assign and supervise the work of others.</li> <li>• Prepare cost estimates of construction and maintenance operations.</li> <li>• Keep accurate records and prepare meaningful reports.</li> <li>• Establish and maintain safe working practices and procedures.</li> <li>• Establish and maintain effective working relationships with City departments, supervisors, coworkers and the general public.</li> <li>• Perform light to heavy physical tasks under varying weather conditions and work environments.</li> </ul>
<b>Skill in</b>	<ul style="list-style-type: none"> <li>• Oral and written communications.</li> <li>• Landscape design and maintenance.</li> <li>• The safe operation of maintenance tools, equipment, machinery and vehicles.</li> </ul>

**Necessary Special Requirements**

Commercial Driver License (CDL) (within 60 days of hire); Certified Playground Safety Inspector (CPSI) (within 1<sup>st</sup> year of employment); Wisconsin Commercial Pesticide License; ability to pass a criminal background check.

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed both outdoors and in an office setting; hand-eye coordination is necessary to operate computers, various pieces of office equipment, vehicles and equipment used in park maintenance and forestry operations.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; smell; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.
- The employee may be exposed to adverse weather and other unpleasant conditions, including extreme heat, cold, wetness and humidity; dust, noise, vibrations, electrical currents, toxic agents, and heavy machinery.
- The employee must occasionally lift and/or move in excess of 50 pounds.