

JOB TITLE: ASSISTANT PARK DIRECTOR (Hourly: Non-exempt)

ACCOUNTABILITY: Under the direction of the Park/Recreation/Cemetery Director.

JOB SUMMARY: Responsible for supervising, under direction, the work Park/Recreation/Cemetery Division employees in a variety of skilled and semiskilled manual labor involved in the operation, maintenance and general upkeep of parks, cemeteries, and other city-owned facilities and grounds; assists as needed with maintenance of streets, athletic fields, Recycling Center and Swimming Pool Buildings. In absence of Park/Recreation & Cemetery Director performs his/her duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Assists Director in the development and planning of projects for the Park, Recreation and Cemetery divisions; supervises Public Property Caretakers and Seasonal employees as needed, or in the absence of the Director; assists Director with budget process, target establishment and evaluation of employees; attends Park/Recreation/Cemetery Board meetings as directed; oversees the maintenance and care of all landscaping to insure that it is well kept; performing disease and pest control applications; performs seeding and fertilizing operations to turf as required; recommends and attends industry related meetings/seminars to remain current in new regulations and practices in horticultural field; responsible to oversee and maintain/repair irrigation systems.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Assists in providing daily care and maintenance to city-owned buildings & grounds including, but not limited to: mowing and raking grass, edging of walks, trimming markers/monuments, snow and ice removal; picking up fallen tree limbs and litter; performs routine upkeep of city-owned buildings and playground equipment including painting and minor repairs; operates and maintains various types of equipment including power mowers, chain saws, weed trimmers, edgers, weed sprayer, rototiller, small tractors with attachments, tractor and backhoe; opens/closes graves with tractor and backhoe; performs perpetual care of graves; assists in providing information to billing office on lot sales, grave opening/closing fees, permit fees to set markers/monuments; assists with the development of the department budget and planning process; may participate in recommending hiring and firing of employees; assists Street Division with maintenance/repair of streets, snow removal, and operation of burnpile; assists in maintenance/operation of Recycling Center; assists Recreation Department with maintenance/preparation of athletic fields; assists in maintenance/mowing of other city owned property; performs related work as required.

SKILLS/ABILITIES: Ability to work under adverse weather conditions; ability to lift 50 lbs. of material; ability to lift and empty 75 lb. trash containers weekly; ability to operate trucks and light equipment; ability to carry, push or pull a variety of tools, equipment and materials; ability to climb, balance, stoop, kneel and work in a crouched position for extended periods of time; ability to perform weedtrimming duties and operate a 20 lb. trimmer for long periods of time; ability to work evenings/weekends; ability to work 18 hour shifts with snow removal; ability to inspect equipment to be used each day to insure that it is safe and in proper working condition; good oral communication skills required to effectively communicate on a daily basis with the public, coworkers and other departments; ability to operate a two-way radio; ability to climb up onto and down from equipment.

TRAINING AND EXPERIENCE: Graduation from high school and five (5) years of experience as a laborer or maintenance worker of grounds, buildings or other facilities; one year of experience with various computer programs and functions is desirable; or any equivalent combination of experience and training.

SPECIAL REQUIREMENTS: Possession of a valid Class B Commercial Drivers License and be able to obtain a state pesticide application license.  
Updated 09/2012