

# NEPHI CITY

## POSTION DESCRIPTION

### **Parks and Cemeteries Superintendent**

#### Basic Function

Under the general guidance and direction of the City Administrator, performs the operation and maintenance of city's parks, cemeteries, and other assigned facilities. The Parks and Cemeteries Superintendent also acts as the Cemetery Sexton.

This position is a full-time position, occasional Saturday work is required.

#### Summary of Responsibilities

1. Accomplishes all physical aspects of burials and parks and cemeteries maintenance, including mowing, watering, edging, fertilizing, removing leaves, and weed controls.
2. Designs, plants, and maintains downtown planter boxes and beautification.
3. Supervises full-time lead worker plus temporary employees hired to work at parks, cemeteries, and other assigned facilities.
4. Coordinates with City Recorder the locating, opening and closing of graves. Conducts customer relations activities and communicates and coordinates burials.
5. Help create and maintain cemetery maps and records and burials and burial right ownership.
6. Operates and maintains a variety of equipment including backhoes, dump trucks, bucket truck, lawn mowers, tractors, trucks, snow blowers, tamping machines, hand tools, etc.
7. Designs, installs, maintains and repairs sprinkling systems.
8. Proposes annual department budgets and administers approved budgets. Monitors operation expenditures and revenues.
9. Maintains restrooms, boweries and other buildings on parks and cemeteries, including assuring clean and sanitary public facilities.
10. Directs the city's Urban Forest Program, which includes tree inspections, tree planting, design, selections and tree removals.
11. Works with the Recreation Department to develop and construct new parks and sports fields expansion.
12. Helps prepare for and facilitate special events scheduled for city-owned and leased facilities including ballfield preparation.
13. Follows workplace safety principles and requirements.
14. Performs other duties as assigned.

## Qualifications and Experience

### 1. Education and Experience:

A bachelor's degree in Horticulture or closely related field and (3) years of Parks and Cemetery management experience and (2) years of supervisory experience, or any equivalent combination of education and experience.

### 2. Necessary Knowledge, Skills and Abilities:

Ability to supervise and direct the work of others; ability to create a work place where youth and adults can come and learn work skills in a safe and constructive work environment and to establish effective working relationships with employees, other agencies, and the public; ability to follow written and verbal instructions; ability to communicate effectively, verbally and in writing.

Working knowledge of principles and policies relating to cemetery management; knowledge of turf and plantings maintenance, including urban forestry care and development; familiarity with parks and recreation facility management principles and the facility needs of various recreation programs and activities.

Ability to operate a variety of equipment, including backhoe, dump truck, bucket truck, lawn mowers, tractors, etc.

Ability to use computer word-processing, spreadsheet, data-base and other project management software.

Skill in operating, maintaining, and repairing a wide variety of equipment.

Ability to operate a central control watering system; ability to design, install, and maintain sprinkling systems.

### 3. Special Qualifications:

Must possess a valid Utah commercial driver's license (CDL) or obtain one during the probationary period.

ISA Certified within three years of employment

Must reside in the 84648-zip code within six months of employment

## Essential Functions

Surroundings involve constant contact with outdoors, dust, dirt, heat, cold, noise, arid/dry, and vibrations. Requires occasional contact with indoors, fumes, wetness, humidity, and sudden temperature changes. Requires working with and around others. Occasionally requires working alone.

Health and safety conditions include occasionally dealing with high-elevated work place, mechanical hazards, trench work, underground work, fire hazards, and toxic materials. Constant contact with moving objects. Physical activities include constant walking, standing, turning, kneeling, and lifting. Occasional jumping, balancing, climbing, crawling, stooping, crouching, sitting, reaching, carrying, pushing, pulling, handling, and feeling. Requires constant talking, hearing, and seeing.

Physical dimensions include strength necessary in hands, arms, legs, and back. Requires constant foot/eye/hand coordination, eye/hand coordination, foot/leg dexterity, hand/arm dexterity, and extreme muscular exertion. Occasional finger dexterity and rapid speed work.

Mental applications include constant attention to many items, emotional stability, and memory for details, written, and verbal directions. Occasionally requires discriminating thinking, rote/repetitive thinking, memory for ideas, estimating object size, creative problem solving, and guided problem solving.

## Salary Range

The current yearly salary range is from \$58,632 to \$71,616. Benefit package includes health insurance, life insurance, long-term disability, Utah State Retirement, paid vacation and holidays.