



Job Title: Assistant Public Properties Director
Department: Public Works – Pub Properties
FLSA Status: Non-Exempt, Hourly, Full Time
Revised Date: 10/15/19 (Council Creation)

Accountability

Under the direction of the Public Properties Director.

Job Summary

Directly supervises full, part-time and seasonal Park/Cemetery/Golf Division employees in a variety of unskilled and semiskilled manual labor for the daily care, operation, and maintenance of parks, City Hall, golf course, fire station, library, senior center, athletic fields, swimming pool, and other city-owned facilities and grounds; assists with perpetual care of cemeteries; assists with maintenance of streets. In absence of Public Properties Director, performs his/her duties.

Essential Job Functions

Assists Public Properties Director with: the development and planning of projects for the Park, Recreation, Cemetery and Golf Divisions; budget preparation; establishing employee targets conducting performance evaluations; directly supervises and oversees the maintenance and care of all public properties, facilities, and equipment used in the department; recommends and attends meetings/seminars to remain current in regulations and practices in horticultural field, providing the expertise for all phases of landscaping; disease and pest control, and turf maintenance; regular and reliable attendance; other duties as assigned.

Additional Duties and Responsibilities

Assists in performing duties of Properties Maintenance Worker; attends Park/Recreation/Cemetery/Golf Board meetings; assists Street Division with street maintenance, repair and snow removal.

Knowledge, Abilities and Skills

Works in adverse weather conditions; lifts 50 lbs.; lifts and empties trash containers; operates trucks and light equipment; operates a 10 lb. weed trimmer for extended periods of time; carries, pushes and pulls a variety of tools, equipment and materials; stands, walks, climbs, balances, stoops, kneels, reaches, bends, and works in a crouched position for extended periods of time; available to work evenings/weekends as needed; works irregular hours for snow removal; rotates on-call duty with members of department; oral and written communication skills to effectively communicate on a daily basis with the public, coworkers and other departments.

Education and Experience

Graduation from high school or equivalent; and two years experience or education in horticulture or related field; one year supervisory experience; five (5) years of experience as a laborer or maintenance worker of grounds, buildings or other facilities; or any equivalent combination of experience and training; possession of a valid Class B Commercial Driver's License or ability to obtain within six (6) months of hire; possession of Nebraska Department of Agriculture Pesticide Applicator's License: Category 4, or ability to obtain within six (6) months from hire date; one year of experience with various computer programs and functions is desirable.

Note: *The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*