Job Title: Assistant Public Properties Director
Department: Pub Properties
FLSA Status: Non-Exempt, Hourly, Full Time
Revised Date: See Below

Accountability
Under the direction of the Public Properties Director.

Job Summary
Serves as work site lead and directly supervises employees in a variety of unskilled and semiskilled manual labor tasks for the daily operation and maintenance of City-owned facilities and grounds, including the cemeteries.

Essential Job Functions
Directly supervises and oversees the daily and upkeep of all public properties, grounds, facilities, tools, and equipment associated with the department; performs all duties of a Property Maintenance Worker; assists in the removal of snow and ice from walkways and public properties. Recommends and attends meetings/seminars to remain current in regulations and practices in the horticultural field, providing the expertise for all phases of landscaping; disease and pest control; and turf maintenance. Serves as department's lead arborist, recommending and executing proper care of vegetation. Operates a variety of equipment, tools, and vehicles as well as associated attachments to complete tasks. Completes reports, tracking, and other administrative tasks assigned by the Director. May assist Golf Course Superintendent, Golf Shop Manager, or Wellness Center Director in preparation of facilities or special projects.

Additional Duties and Responsibilities
Assists Public Properties Director in the day-to-day operations and long-term planning of the Department, and in absence, performs their duties; may attend Park & Recreation and Cemetery Board meetings as requested.

Knowledge, Abilities and Skills
Considerable knowledge of the principles and best practices in the maintenance of public facilities and grounds. Advanced understanding of horticulture and arborist best practices as well as mitigating the hazards applicable to the work of department personnel. Demonstrated ability to plan, schedule, instruct, and supervise the work of others as a lead person; participate and contribute to short- and long-term planning objectives; and to interpret and understand budgetary information, construction plans, or other technical information. Ability to work under adverse weather conditions; to lift a minimum of 50 lbs.; carries, pushes and pulls a variety of equipment, materials and tools; stands, walks, climbs, balances, stoops, kneels, reaches, bends, and works in a crouched position for extended periods of time; and ability to climb up onto and down from equipment. Ability to operate various equipment and tools including but not limited to: mowers, weed trimmers, chainsaws, backhoe, dump truck, motor vehicles, skid loaders, and general power tools. Ability to work evenings/weekends as needed; to rotate on-call duties; and to work irregular hours—up to 18-hour shifts—when completing snow removal or emergency repairs. Good oral and written communication skills to effectively communicate on a daily basis with the public, coworkers and other departments. Capability to utilize City-owned computer to create reports, process timesheet/leave requests, or complete other tasks assigned.

Education and Experience
Graduation from high school or equivalent; Associate's Degree in horticulture or related field, plus at least two years' experience in the horticulture field or similar to Public Properties Maintenance Worker OR at least four (4) years of experience as a laborer or Public Properties Maintenance Worker or equivalent is desirable; at least one (1) year of experience with various computer programs and functions is preferred; OR any equivalent combination of experience and training deemed to be sufficient for the position.

Special Requirements
Possession of a valid driver's license and the ability to obtain a Class B Commercial Driver's License within the first six (6) months of hire date. Possession of Nebraska Department of Agriculture Pesticide Applicator's License: Category 4, or ability to obtain within the first twelve (12) months from hire date. Must establish and maintain a residence within a 30-minute response time.

***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.*

Job Description Revision Approved: _____ 6/3/25
City Administrator *Date*