



Job Title: Public Properties Director
Department: Public Properties
FLSA Status: Exempt, Salaried, Full Time
Revised Date: See Below

Accountability

Under the direction of the City Administrator.

Job Summary

Performs administrative and practical skills work in the planning, direction, supervision, maintenance, inspection, and improvement of all public parks, public athletic fields, cemeteries, Seward Community Golf Course, City Hall, the Civic Center, Seward Memorial Library, Lied Senior Center, the Municipal Building, and all other public recreational facilities, excluding the Wellness Center.

Essential Job Functions

Plans, assigns, and supervises subordinate personnel involved in the operating and maintaining of public properties, cemeteries, athletic fields/facilities, parks/grounds, and the Seward Community Golf Course; recruits, recommends, trains, coaches, and evaluates staff in coordination with the HR Director and Assistant Public Properties Director; ensures subordinate personnel have necessary licenses or certificates to perform job duties. Assists in developing, preparing, and administering the budgets for the various departmental areas, including preparing cost estimates and justifications for budget recommendations; participates in the development and implementation of related capital improvement projects as well as capital improvements to existing facilities. Oversees, supervises, and participates in the following: development of operational and maintenance policies; maintenance and repair of all public facilities, athletic fields, and associated equipment; procurement of inventory for City Hall and the Municipal Building; cleaning of all public facility sites including trash removal; coordination of HVAC needs; small-scale carpentry and miscellaneous projects at public property sites; irrigation start-up and shut-down; and grounds upkeep, including snow/ice removal, for all public facilities, sidewalks, and the trail. Coordinates with Water/Wastewater Director in preventive maintenance programs and start up and shut down for the outdoor pool equipment/facilities; represents the City at various meetings, conferences, seminars, and classes; may assist Golf Course Superintendent, Golf Shop Manager, Wellness Center Director, Civic Center Manager, Senior Center Manager, Library Director, or Recreation Director in preparation of facilities or special projects.

Additional Duties and Responsibilities

Regularly attends Park & Recreation Board and Cemetery Board meetings; attends City Council meetings when requested; at the request of the Mayor, Council, or City Administrator may prepare reports on department projects/activities; works closely with the public in addressing concerns for all departmental functions.

Knowledge, Abilities and Skills

Advanced knowledge of the principles and best practices in the operation, maintenance, and repair of public facilities and grounds. Advanced understanding of horticulture, turf management, and arborist best practices as well as mitigating the hazards applicable to the work of department personnel. General understanding of basic carpentry, cleaning, and HVAC systems. Demonstrated ability to plan, schedule, instruct, supervise, and evaluate the work of others; participate and contribute to short- and long-term planning objectives; and to interpret and understand budgetary information, construction plans, or other technical information. Capability to inspect equipment to ensure that it is safe and in proper working condition. Good oral and written communication skills to effectively communicate on a daily basis with the public, employees, and other City departments; high degree of organization skills to effectively administer all functions of the department. Ability to work in 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 proficiently operate and instruct the use of various tools and equipment 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 and to work irregular hours—up to 18-hour shifts—when completing snow removal or emergency repairs. Capability to utilize City-owned computer to create reports, process timesheet/leave requests, or complete other tasks assigned.

Education and Experience

High school diploma or equivalent; Considerable experience—at least five (5) year's total, including at least two (2) years in a supervisory role, in public properties, park operations, or recreational facilities management, or related field is desirable; or an associate's degree with major course work related to turf management, parks/recreation

management, or horticulture and at least three (3) years of related work experience; at least two (2) years' 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 from Municipal Building.

***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:


City Administrator

1/14/20
Date