



## **CITY OF WEBSTER CITY JOB BAND DESCRIPTION**

**POSITION:** Recreation & Public Grounds Assistant Director

**JOB – BAND CLASSIFICATION:** Senior Administration Band

**Definition:** Assists Recreation & Public Grounds Director with the overall planning, organizing, staffing, directing and evaluation of activities of the Recreation & Public Grounds Departments. Performs manual duties in the preparation of graves and in the year-round maintenance of parks, cemetery, and all other city owned green space areas, including the maintenance of buildings, pools and equipment.

**Essential Functions:**

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

***Essential duties and responsibilities may include, but are not limited to the following:***

- Performs all Level I -III Public Grounds Technician functions.
- Responsible for the daily management of cemetery, parks and city-owned greenspace areas.
- Provides direct supervision of all Public Grounds employees.
- Prioritizes tasks and sets goals for daily operations of Public Grounds Department.
- Recommends major repairs and improvements.
- Assists in the preparation of department budget, CIP & CEP.
- Assists Director with all facets of Public Grounds/Cemetery and Recreation operations, including the day-to-day operation and administrative requirements.
- Schedules all Public Ground Technicians and seasonal staff.
- Plans, coordinates, and implements all facets of Public Grounds/Cemetery operations, including maintenance and upkeep.
- Maintains accurate records of interments, lot ownership and cemetery maintenance activities.
- Ensure compliance with cemetery regulations and legal requirements.
- Attends the Parks & Recreation Committee and Wilson Brewer Park Historic Park Committee meetings, acting as the staff liaison as assigned or in the absence of the Director.
- Attends Fred M. Fuller Board of Trustees, Senior Citizen Advisory Board meetings as assigned or in the absence of the Director.
- Maintain confidentiality of work-related issues and City information.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

**Supervision Exercised:**

Direct supervisor of all Public Grounds Technicians and part-time/seasonal staff within the Public Grounds/Cemetery Departments. Supervision of Recreation staff in the absence of the Director or as needed.

**Required Competencies:**

***Includes, but is not limited to, the following:***

*Customer Service* – Helps customers purchase lots and find grave sites. Provides compassionate, professional customer service. Deals with concerns of the public and attempts to solve problems.

*Cooperation* – Cooperates and works as a team with all members of city staff, outside agencies, and the general public.

*Organizational Skills* – Organizes materials, tools, and time to complete jobs within specified work hours.

*Decision Making Skills* – Ability to make sound decisions and purchases within the limits of the job function.

*Research Skills* – Ability to utilize resources and locate information necessary for the operation of Graceland Cemetery. Ability to research operating practices of other cemeteries including, the best alternatives for equipment and landscaping needs.

*Communications Skills* – Must be able to effectively communicate both orally and in writing with the general public and co-workers to build a team concept. Must be able to understand and report to supervisor on a variety of work tasks and accomplishments.

*Leadership Skills* -Demonstrated skills in leadership, teamwork, planning, and goal setting. Schedules personnel and assists in preparation of departmental budget, CIP & CEP.

**Education, Experience and Technical Skills Required:**

High School diploma or equivalent. 4-5 years of progressive experience in same or related field. Knowledge of administrative policies, accounting and budgeting practices and procedures related to Recreation & Public Grounds administration, turf management experience desired. Valid Iowa Driver's license along with the ability to obtain a Commercial Driver's License (CDL), Certified Commercial Applicators License, Certified Playground Inspector Certification.

**Physical and Environmental Requirements:**

Ability to talk, write, read, reach, hear, see, grasp, feel, and maintain a rapid work speed. Active work with the ability to sit, walk and/or stand for several hours during work time. Must have the ability to kneel, bend, stoop, and lift, along with the ability to carry, push, or pull relatively heavy objects 50 lbs without assistance. Must work in a variety of conditions including extreme heat and cold.

**FLSA/Wage Hour Status: Non- Exempt**