

CITY OF HENDERSON, KENTUCKY CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: PARKS & CEMETERIES SUPERINTENDENT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to supervise maintenance of city parks, playground equipment, landscaping, and park facilities and to supervise operation/maintenance of municipal cemeteries.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; conducts interviews and makes hiring recommendations; coordinates training activities.
- Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; confers with assigned staff, assists with complex/problem situations, and provides technical expertise.
- Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies, and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.
- Consults with Parks & Recreation Director and other officials to review operations/activities, review/resolve problems, receive advice/direction, and provide recommendations.
- Oversees, assists, and coordinates inspection and maintenance of city parks, park facilities, playground equipment, restrooms, barbecue pits/grills, picnic shelters, and related facilities; maintains municipal war memorial and clock facilities; inspects Riverwalk facilities and supervises resealing projects; supervises installation of playground equipment and flagpoles; coordinates renovation and re-striping of athletic courts; coordinates repairs to park skating facilities; supervises assembly/refurbishment of picnic tables; supervises and inspects cleaning of fountains and removal of graffiti.
- Oversees, assists, and coordinates operation of municipal cemeteries and mausoleums; coordinates inspection/maintenance of cemeteries and mausoleum chapel; coordinates sale of graves and crypts; shows gravesites and mausoleum crypts to potential customers; coordinates cemetery burials; coordinates crypt openings; supervises installation of foundations/monuments; supervises continual program to straighten monuments; reviews cemetery maps, lot cards, and mausoleum schematics to locate grave/crypt sites; reviews property deeds to research gravesite ownership.
- Oversees, assists, and coordinates landscaping, tree maintenance, and grounds maintenance activities in parks, cemeteries, downtown areas, and around city buildings; supervises tree plantings, stump removal, leaf removal, planting of grass seed, and mulching; inspects work of mowing contractors; supervises herbicide and pesticide applications; and assists community center staff with grounds maintenance projects.
- Maintains and monitors litter control; implements practices to reduce litter spillage; coordinates trash removal services with sanitation division; supervises and coordinates storm cleanup activities.
- Monitors work in progress and reviews completed project work; ensures work is completed on schedule, adheres to safety and quality standards and with minimum disruption of other programs and operations.
- Coordinates departmental projects and activities with those of other departments, contracted service providers, sports agencies, outside agencies, or others as needed.
- Assists in coordinating sports leagues, festivals, concerts, holiday events, or other special activities; coordinates set up/removal of equipment needed for special events.

- Performs administrative tasks; prepares activity reports and submits to director; prepares accident/injury reports; reviews and approves payroll documents. Operates a personal computer as necessary that includes the use of Microsoft Office products.
- Prepares or completes various forms, reports, correspondence, logs, work orders, inspection reports, activity reports, foundation orders, gravesite opening/closing records, lot sales records, mausoleum charts, disinterment records, cemetery mapping, burial orders, accident/injury reports, payroll documents, performance evaluations, vehicle/equipment maintenance records, purchase requisitions, inventory records, safety data sheet (SDS) records, or other documents.
- Receives various forms, reports, correspondence, logs, schedules, inspection reports, provision of death forms, death certificates, foundation orders, lot cards, grave space cards, vehicle/equipment maintenance records, purchase requests, billing receipts, inventory records, contracts, consumer product safety guides, safety data sheets (SDS), operational manuals, maintenance manuals, installation guides, pesticide/herbicide application guidelines, cemetery maps, lot cards, mausoleum schematics, deeds, landscape drawings, ordinances, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a variety of machinery, equipment and tools associated with department projects and work activities, which may include a dump truck, backhoe, tractor, end loader, bobcat, generator, concrete mixer, mausoleum lift, water pump, sprayer, tiller, spreader, leaf blower, leaf vacuum, trimmer, shears, stump grinder, chain saw, welder, saw, metal detector, auger, shovel, post hole digger, probe, playground tools, carpentry tools, mechanic tools, or measuring devices.
- Orders materials and supplies; allocates and assigns tools and equipment to the park and cemetery crews; and supervises the maintenance, repair and cleaning of equipment and tools.
- Monitors and issues chemicals for weed abatement and landscape plant pesticide use.
- Communicates with supervisor, employees, other departments, city officials, sports agencies, athletic associations, civic organizations, schools, community agencies, funeral homes, vendors, contractors, landscapers, the public, the media, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends conferences, workshops, and training sessions as appropriate.
- Maintain regular and predictable in-person attendance during regular business hours of the City of Henderson is required.

ADDITIONAL FUNCTIONS

Performs general/clerical tasks, which may include answering telephone calls, collecting fees, leading funeral processions to burial sites, or picking up or delivering supplies.

Assists other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Associate degree with course work emphasis in landscaping, parks maintenance, and cemetery operations; supplemented by three (3) years previous experience and/or training that includes landscaping, horticulture, parks maintenance, cemetery operations, project management, equipment operation, and supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid driver's license. Must possess and maintain a Certified Playground Safety Inspector (CPSI) certification and a Category 3 Pesticide Applicator's license within one year of employment. Must also possess and maintain blood borne pathogen training.

Desired: Bachelor's degree and a International Society of Arboriculture (ISA) Certified Arborist certification.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity. Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, or earth cave-in.

This job description does not constitute a contract of employment. Any oral or written statements or promises to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employees. This job description is subject to change by the employer (the City of Henderson) at the discretion of the employer, or as the needs of the employer and/or requirements of the job change. The City of Henderson explicitly reserves the right to modify any of the provisions of this job description at any time and without notice. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties or essential functions does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The City of Henderson, Kentucky, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.