

HEWITT TEXAS

Job Title: Parks & Streets Superintendent

Department: Parks & Streets

Location: Community Services

Reports to: Managing Director of Administration

Date: 3/20/2018

Grade: 16	Type of Position: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern	Classification: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Safety Sensitive: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Job Summary: Under the general supervision of the Managing Director of Administration, the Parks & Streets Superintendent is responsible for supervising the daily operations of crews and activities of the Parks, Streets, Drainage, Fleet, and General Services.

Essential Functions: Oversee the operations and activities of the street, drainage, and park system, including general services and department media. Assist in the construction, maintenance, and repair of parks and streets, which include but is not limited to: ground maintenance and upkeep, landscaping, irrigation systems, signs, concrete, asphalt, and drainage.

Supervise staff to include prioritizing and assigning work, conducting performance evaluations, ensuring staff is trained, ensuring that employees follow policies and procedures, maintaining a healthy and safe working environment, and making hiring, termination, and disciplinary recommendations.

Prepare and maintain a variety of records, files, reports, work orders, and/or other information related to operational activities for the department. Review plans and projects for the City regarding landscaping and maintenance. Monitor and inspect the quality of all department activities. Respond to inquiries from customers, regulatory agencies, and members of the professional community. Respond to, analyze, and resolve difficult inquiries. Participate in/on a variety of meetings, committees, task forces, and/or other applicable groups, including Parks and Beautification Commission Meetings. Attend City Council Meetings when necessary.

Safely work hand and power tools. Use good judgment to work and use equipment properly. Communicate effectively and courteously with others. Keep storage/work areas clean and orderly. Ensure a safe working environment. Perform other related

duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies: Knowledge of occupational hazards and related safety precautions. Knowledge of landscape maintenance practices. Knowledge of general pesticide and fertilization practices. Knowledge of principles of supervision. Knowledge of pertinent federal, state, and local laws, codes and regulations. Ability to communicate clearly and effectively, both orally and in writing. Ability to oversee and coordinate the work of subordinate employees. Ability to establish and maintain effective working relationships.

Required Education, Experience, and Qualifications: High school diploma or GED. Six months to one year of advanced study or training past the high school equivalency. Five (5) years of increasingly responsible experience in parks and/or street maintenance. Possess a valid Texas Driver's License. Class A or B commercial driver's license may be required. Possession of Herbicide License required.

Preferred Education, Experience, and Qualifications: N/A

Physical Requirements: Overall Strength Demands: The following describes the overall strength demand of the functions performed by the incumbent during a typical workday.

Sedentary <input type="checkbox"/>	Light <input type="checkbox"/>	Medium <input type="checkbox"/>	Heavy <input checked="" type="checkbox"/>	Very Heavy <input type="checkbox"/>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10 to 20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Physical Demand Codes: The following describe if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

Frequent reaching, climbing, balancing, sitting, standing, walking, stooping, kneeling, crouching, crawling, talking, seeing, hearing, smelling, and manual dexterity. Lift, pull, push, drag, and carry up to 100 pounds.

Machines, Tools, and Equipment: Computer, radio, telephone, vehicle, copier, fax, hand and power tools, equipment used for street repair, pick-up truck, front-end loader, and various light and heavy equipment

Expected Hours of Work: Days and hours of work are Monday through Friday, 7am to 4pm. Must be available to work on-call as needed. Occasional evening and weekend work may be required as job duties demand, including City Council meetings which are the 1st and 3rd Monday of every month, and regularly scheduled Parks and Beautification Commission meetings.

Work Conditions/Environmental Factors: Works in both a climate controlled indoor environment and outdoors with potential exposure to adverse weather conditions. Work is occasionally performed in close quarters, high and precarious places, and near moving mechanical parts.

This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice

Employee Print Name: _____ Date: _____

Employee Signature: _____