



CITY OF HALLETTSVILLE

POSITION: Grounds Maintenance Supervisor
DIVISION: Public Works
EMPLOYEE TYPE: Full-time Hourly Non-Exempt
SCALE: 26 (scale starting pay \$25.56)

GENERAL PURPOSE

Manage, direct, oversee, plan and budget for the maintenance of City grounds: parks, golf course, streets, well sites, lift stations, Memorial Cemetery, Hallett Cemetery, grounds of the Library, Public Works, Airport, Transfer Station, Police and Fire Department, drainage, bridges, sidewalks, and right of ways.

ACCOUNTABILITY

Works under the direct supervision of the Public Works Director. Responsible for the supervision and management of all parks, golf, and street's personnel, and all City grounds facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Streets Maintenance

- Repairs streets as needed including pot holes and curbing.
- Replaces and repairs signs as needed due to damage or age.
- Maintains school zone crosswalk painting, parking spots, no parking areas, and handicap areas of the City's property.
- Assist with planning and overseeing streets paving capital projects

Grounds Maintenance

- Maintains Park playground equipment, Youth Center, restrooms.
- Maintains the Golf Course greens daily and move holes as needed.
- Maintain all the irrigations systems: Park, Golf Course, Garden Center, and Library.
- Maintain all flowerbeds.

Vegetation Control

- Mow all City Property.
- Weedeat/trim all City Property.
- Cut and Chip limbs as needed, and for customers as requested.

Drainage

- Corrects drainage problems, including cleaning drop inlets, cleaning ditches, and removing debris from culverts and bridges.
- Install drainage culverts as needed.

Herbicide & Pesticide

- Apply herbicide, pesticide, fungicide, and fertilizer as needed.
- Maintain a mosquito spraying schedule.



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Housekeeping

- Sweeps streets on a regular schedule and as needed.
- Empty trash receptacle around the square and in the Park (including LL & HYSO ballfields).
- Removed debris and dead animals from the streets as needed.

Equipment Maintenance

- Daily/Weekly/Monthly Equipment Checks and Preventative Maintenance
- Maintains equipment and makes repairs as necessary
- Sharpening & changing mower blades
- Oil, fluid, airfilter, belt, sparkplug changes (basic maintenance)
- Routine cleaning of all equipment

Other Duties

- Pushup brush at the Transfer Station.
- Move Dumpsters/Rolloffs at the Transfer Station.
- Move bleachers as needed.
- Assist with City facility maintenance as request including but not limited to: changing light bulbs, air filters, etc.
- Assist other Departments as requested.

Leadership

- Enforce all City and Department Policies and Procedures
- Establishes standard operating procedures, updates & provides training as needed
- Trains and evaluates subordinate personnel
- Ensure all team members are working safely and efficiently
- Schedules, prioritizes and assigns all work, ensuring it is done in a timely manner
- Understand and maintains operating expenses in accordance with annual budget

Computer

- General knowledge of Office Equipment and Microsoft Office Applications
- Ability to learn the City's database system, and perform all Service Order tasks within the system

MATERIALS AND EQUIPMENT USED

Heavy Equipment: Backhoe, Skidsteer, Loader, Tractor (with shredder, man-basket), Dump Truck, Chipper truck and limb chipper, Street Sweeper, High roller, Vibratory Roller

Light Equipment: Utility Truck, Flatbed truck, ATV, Mowers

Handheld Equipment: Pressure washer, Paint Striping Machine, Chainsaws, Trimmers, Blowers,

Hand tools (shovel, rake, broom, etc.)

SPECIAL REQUIREMENTS AND WORKING CONDITIONS

Primarily and outside position, ability to perform work in all weather conditions will be mandatory in both daily and emergency conditions.



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PHYSICAL DEMANDS

Ability to perform strenuous work in adverse conditions; fingers, hands, and arms dexterity; able to operate all equipment; hand-eye coordination; good hearing and vision; ability to lift 50 pounds and over; ability to climb in, on, and about equipment and vehicles, as well as in and out of trenches; ability to sit, stoop, bend, stand, push, pull, squat, walk, carry, and twist associated with respective field operations.

REQUIRED QUALIFICATIONS

High School Diploma or GED

Valid Driver's License

Class B CDL license (capable of obtaining within 12 months)

Noncommercial Political Pesticide Applicator License (capable of obtaining within 6 months)

2 years of experience in grounds maintenance

2 years of personnel supervisory experience

General computer working knowledge, MS Word, Excel, and Outlook, and Database navigation

DESIRED QUALIFICATIONS

Active Class B CDL license and Noncommercial Political Pesticide Applicator License.

5-7 years personnel supervisory experience

5-7 years ground maintenance experience

Ground Water Operator License Class C or higher

Wastewater Treatment License Class C or higher

1 year of experience in ERP Pro (Incode 10)

CLOSING STATEMENT

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

Selected applicants must be able to pass a background investigation, pre-employment physical, and drug screen. Any position that lists a minimum qualification for education level and/or license/certification will require the applicant to provide proof of documentation if selected for hire into the position with the City. The City of Hallettsville is an Equal Opportunity Employer.

Applicant or Employee:

Printed Name

Signature

Date