



Position Description

Job Title:	Assistant Park & Recreation Superintendent	Grade Number:	14
Department:	Park & Recreation	Date Modified:	December 3, 2020

This is a Non-Exempt position under the FLSA guidelines.

General Purpose:

Performs a variety of unskilled, semi-skilled and skilled tasks related to the maintenance and operation of golf course buildings and grounds.

Essential Duties and Responsibilities:

SUPERVISION RECEIVED:

Works under the close supervision of the Park & Recreation Superintendent.

SUPERVISION EXERCISED:

Aids the Park & Recreation Superintendent in overseeing the seasonal maintenance crew.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Aids in overseeing and training of seasonal maintenance crew and community service workers.
- Mows and maintains fairways, rough, greens and tee areas, ball complex areas, right-of- ways and open space areas; cleans and maintains sand traps and other course elements; operates and maintains sprinkler systems and assists in the repair and installation of sprinkler lines and heads.
- Inspects, washes and performs routine maintenance of drinking fountains and restrooms.
- Sweeps, washes, paints and repairs or replaces tables, slabs and other facilities and equipment.
- Performs minor semi-skilled interior building maintenance such as plumbing, carpentry and other unskilled and semi-skilled trades work.
- Performs routine maintenance on turf and power equipment.
- Plants and maintains turf, trees, shrubs and flowers.
- Carries out the seeding, fertilization, top dressing, soil conditioning, watering and pest control of the park and recreation facility.
- Maintains and adjusts specialized turf care equipment and tools, including electric motors, pumps, sprinklers, tractors, mowers and irrigation systems.
- Performs custodial work such as required and assigned, including: change light bulbs and fluorescent tubes; sweep floors; vacuum carpets; mop; shampoo and steam clean carpets; buff non-carpeted areas; dump garbage and reline cans with liners; clean and sanitize restrooms and replenish supplies; empty ash cans; clean spills; clean drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, etc.; dust furniture; wash windows, walls, metal and woodwork; clean rain gutters; sweep roofs.



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- Collects and disposes of solid waste from buildings and grounds; picks up litter from premises.
- Opens and closes, locks and unlocks facilities as needed.
- Assists in setting up and taking down equipment for various programs, tournaments and events, prepares facilities for program use.
- Assists in the construction of new facilities, including but not limited to: clearing, grading, drainage and foundation work.
- Keep records of work completed.

PERIPHERAL DUTIES:

- Serves as a member of various employee committees, as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Education and Experience:
 - Graduation from high school education or GED equivalent, and
 - Two (2) years experience in repair and maintenance work, or
 - Any equivalent combination of relevant education and experience.
- Necessary Knowledge, Skills and Abilities:
 - Working knowledge of equipment, materials and supplies used in building and grounds maintenance; Working knowledge of equipment and supplies used to do minor repairs; Working knowledge of first aid and applicable safety precautions. Skill in operation of some of the listed tools and equipment
 - Skill in the operation of listed tools and equipment.
 - Ability to work independently and to complete daily activities according to work schedule; Ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions; Ability to communicate orally and in writing; Ability to work overtime and weekend days during the season that the facility is open to usage.
 - Ability to use equipment and tools properly and safely; Ability to understand, follow, and transmit written and oral instructions; Ability to establish effective working relationships with employees, supervisors, and the public.

SPECIAL REQUIREMENTS:

- Valid Nebraska Driver's license with an acceptable driving record,
- Must be insurable under the City of Kimball Automobile Policy.
- Nebraska Pesticide Applicators license or the ability to obtain one,
- Nebraska Public Water Operator's license,
- Commercial Driver's license (CDL) endorsement or the ability to obtain one.



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TOOLS AND EQUIPMENT USED:

- Pickup truck, turf care and landscaping equipment, tractors, mowers, airifier, chain saw, edgers, weed trimmers, electric motors, pumps, sprinklers, irrigation systems, miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, cement finishing work tools; janitorial equipment including floor buffers, steam cleaner, carpet cleaners, washers, vacuums, mops, brooms and dusting equipment.

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.
- The employee must frequently lift and/or move up to 50 lbs. and occasionally lift and/or move more than 100 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and /or humid conditions, fumes or airborne particles, toxic or caustic chemicals and vibration. The employee is occasionally exposed to risk of electrical shock.
- The noise level in the work environment is usually loud.

SELECTION GUIDELINES:

- Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
- 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 does not exclude them from the



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position if the work is similar, related or a logical assignment to the position.

- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	



City of Kimball

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