



JOB DESCRIPTION

STREET/PARKS SUPERINTENDENT

Position: Full-time Employee
Hours: As needed
Classification: Hourly

GENERAL RESPONSIBILITIES

Performs a variety of supervisory, administrative, skilled, technical, and maintenance work in the planning, construction, maintenance, operation, repair and replacement of the Town of Swayzee streets and alleys including the storm drainage systems, the maintenance of park facilities and equipment. Work involves the coordination and supervision of Utility activities and employees. Work also involves a variety of administrative duties. Work is performed with considerable independence, under the general supervision of the Swayzee Council President and Council, and is reviewed by analysis of operating records, inspections, conferences, and observation of results obtained.

SPECIFIC RESPONSIBILITIES

The following duties are typical for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to demonstrate competence and satisfactory performance of these duties. Other duties may be required and assigned.

Parks

- Field work including mowing, line trimming, hedge trimming, weed control trash collection.
- Paint, repair, and maintain park equipment, furniture, facilities, and playground components.
- Coordinates and schedules events for the Baseball Diamond at West Park.
- Inspects grounds, facilities, and buildings in preparation for any events to be held at the Baseball Diamond.

Streets

- Plans, coordinates, assigns, and inspects the repair, maintenance or construction of streets and related right-of-ways. Maintenance tasks include mowing and vegetative maintenance activities within the right-of-way and city owned lots, sidewalk/curbing



repairs, asphalt operations and includes activities such as snow removal and other emergency responses.

- Manages street sign installation.
- Responsible for providing analysis and information in coordination with the Community Crossings Grant
- Oversees and operates street sweeping equipment to clean streets of trash, debris, and other contaminants.
- Coordinates seasonal snow removal and oversees operations of personnel and equipment.
- Coordinates and communicates schedule of fall leaf pick-up in the fall.
- Coordinates and performs tree limb and debris pick-up.
- Supervision of part-time seasonal help
 - Supervises seasonal employees; keeps time records; evaluates work performance; assists with protective duties as required; may assist in job planning and scheduling.
 - Schedules projects such as summer mowing, painting, misc.
 - Schedules Fall leaf collection.

Areas of Shared Responsibility with Utility Tech

- Ability to perform skilled work related to the installation, inspection, maintenance and repair of underground sewer lines and laterals, and pumping stations.
- Identify and map location and depth of utilities such as water and sewer lines
- Oversees the scheduling of maintenance programs for cleaning wastewater mains and the cleaning of wastewater connections on a periodic basis;
- Plan, organize, direct, and evaluate the maintenance of wastewater and storm water collection systems
- Assist or lead larger and/or ongoing miscellaneous projects as required.

NECESSARY SKILLS AND EXPERIENCE

Budgeting (planning and execution)

- Develops and manages capital improvement programs; identifies and recommends facility improvements; procures cost estimates; reviews engineering and construction proposals; manages and oversees construction projects; oversees project budgets; approves change orders; approves invoices.
- Develops and recommends annual operating budget for the division; monitors and administers approved budget.



- Experience with operating light or heavy equipment, general maintenance and mechanical repair.
- Able to read maps and understand schematics.
- Must be able to organize, set priorities, and exercise sound independent judgment within areas of responsibility.
- Operate a computer, using word processing, spreadsheet, database software, and other standard office equipment.
- Communicate clearly and effectively, both orally and in writing.

COMPENSATION AND BENEFITS

- Full-time paid hourly.
- \$18-22/ hr depending on experience and certifications.
- PERF retirement.
- Health Insurance paid for employee (family can be added at employee's expense)
- Paid vacation time after one(1) year.
- Personal days.

Nothing in this job description restricts the Town Council's right to assign or reassign duties and responsibilities to this job at any time. This description reflects the Swayzee Street/Parks Superintendent assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This job description is subject to change at any time. The Town of Swayzee is committed to compliance with the American Disabilities Act & Accommodations Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the Swayzee Clerk's office at 765.922.7953