

TOWN OF TOPSFIELD
PARKS AND CEMETERY ASSISTANT SUPERINTENDENT
JOB DESCRIPTION

Position Purpose:

The purpose of this position is to provide direct in-field manual work and supervision of employees working on all phases of Town Parks and Cemetery maintenance and repair operations. Assists the Superintendent and Department in the daily operations; oversees the operations of the Department in Superintendent's absence. Ensures that all tasks of employees are completed in accordance with Department Rules and Regulations. Performs all other related work as required.

Supervision:

Supervision Scope: Performs duties of a responsible and varied nature requiring some independent judgment in regards to work methods and procedures; projects are generally conducted according to established procedures.

Supervision Received: Works under the general supervision of the Park and Cemetery Superintendent, and in his/her absence the Parks and Cemeteries Commission, receiving specific instructions regarding projects and areas of assigned responsibility.

Supervision Given: Supervises seasonal employees and full-time employees. Oversees the department in the Superintendent's absence.

Job Environment:

The majority of work is performed outdoors with exposure to temperature extremes and inclement weather. Exposure to fumes, dust and chemicals in the maintenance of athletic fields and parks. Incumbent is subject to the hazards and noise environment associated with construction sites.

Regularly operates equipment such as dump truck, tractors, backhoe, riding mowers, line painters, grounds equipment, hand/power/pneumatic tools. Utilizes a computer, telephones and standard office machines.

Interacts occasionally with other town departments, the general public, the Park and Cemetery Commission and athletic association. Communities with families of deceased and funeral directors. Communicates in person, by telephone and via standard correspondence. Contacts generally involve an information exchange dialogue.

Errors in judgment may result in time loss and delay, cause damage to buildings, equipment, and/or infrastructure resulting in serious personal injury and injury to others and have monetary repercussions.

Essential Functions:

(The essential functions or duties listed below 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 position if the work is similar, related or a logical assignment to the position.)

Operates specialized landscape, tree clearing and heavy equipment such as dump trucks, backhoes and tractors. Performs manual labor incidental to operating assigned equipment; services and maintains equipment.

Performs landscaping and lawn maintenance to include tree and shrub planting and maintenance, seeding, mowing, fertilizing, pesticide application and other maintenance related to all town green spaces.

Provides daily mowing of all green spaces.

May meet with families of the deceased to make burial and other arrangements.

Prepares for funerals by locating gravesites, removing sod and loam and arranging for grave digging; fills and covers graves. Installs and repairs foundations, erects and moves monuments, and places granite markers for identification purposes.

Supervises and participates in the daily maintenance of the Town's cemeteries, parks, and ball fields; mows the grass, rakes leaves, trims trees and shrubbery, and other general cemetery maintenance; plows and sands cemetery roads.

Assists the Superintendent with cemetery expansion programs and tree replacement programs.

Ensures that all department equipment is ready for operation at all times. Operates motor vehicles and equipment necessary for completion of projects.

Checks for the proper use and operation of equipment and vehicles; reports on damage and non-functioning of parts and equipment. Ensures that normal servicing of equipment is performed properly.

Performs similar or related duties as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's degree in landscape design or related field; three years of varied landscape construction and maintenance experience, including equipment and motor vehicle operation; or any equivalent combination of education and experience.

Special Requirements:

Class D license

Valid Hoisting Engineer license 2B

Knowledge, Ability and Skill:

Knowledge: General knowledge of department operations. Working knowledge of the materials, methods and techniques relative to landscaping construction and maintenance work.

Ability: Ability to participate in and supervise workers operating light and heavy motor equipment. Ability to supervise projects from detailed instructions given by supervisor and to determine the proper amounts of various materials, tools, and equipment needed. Ability to make minor repairs and adjustments to equipment operated. Ability to read engineering plans. Ability to use surveying equipment. Ability to communicate effectively verbally with supervisors, subordinates, and the public.

Skill: Skill in operating above mentioned equipment.

Physical Requirements:

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.

Regularly lifts and/or moves objects weighing 100 pounds or more such as tools/equipment, supplies and construction objects. Accesses all levels of a construction site/building/structure, traverses uneven terrain, climbs a ladder, and enters and exits from vehicles. Manually operates all tools and vehicle controls. Climbs, balances, stoops, kneels, crouches, and crawls. May spend the whole or a large portion of shift walking and standing. Communicates verbally and in writing. Vision and hearing at or correctable to normal ranges.

(This 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.)

**Approved September 2019
Parks Superintendent
Town Administrator**