

CITY OF MILLEDGEVILLE**JOB ANNOUNCEMENT**

POSITION: Cemetery and Parks Supervisor

DEPARTMENT: Public Works – Cemetery and Parks

SCHEDULE: Full-Time – 8 Hour Shifts
(On Call When Needed)

SALARY: \$33,254.50 Annual – (\$15.988 Hourly)

JOB ANNOUNCEMENT: July 28, 2017 – August 11, 2017

JOB SUMMARY:

This position is responsible for supervising and performing duties to maintain landscaped areas at city facilities, roadways, parks, and cemeteries.

MAJOR DUTIES:

- Oversees grounds maintenance for city parks and cemeteries
- Manages the collection of trash and yard waste
- Develops trash collection routes and assigns duties
- Inspects cemeteries to ensure grounds and grave sites are properly maintained.
- Inspects equipment to ensure safe working condition prior to dispatching crews.
- Prepares and maintains records and reports as required.
- Maintains time sheets for department personnel
- Prioritizes and assigns daily work projects.
- Maintains, installs, and removes holiday decorations
- Performs other related duties as assigned.

KNOWLEDGED REQUIRED FOR THIS POSITION:

- Knowledge of landscape installation and maintenance techniques and procedures
- Knowledge of geography of the city, including street and road names and locations.
- Knowledge of city and department policies and procedures
- Skill in supervision, organizing and prioritizing work
- Skill in operating and maintaining equipment such as a bucket truck, dump truck, backhoe, front-end loader, and tractor.
- Skill in operating and maintaining grounds maintenance equipment such as sprayers, hand and power tools, tillers and mowers.

MINIMUM QUALIFICATIONS:

- Ability to read, write and perform basic mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Possession of or ability to readily obtain a valid State of Georgia driver's license for the type of vehicle or equipment operated

(Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)