

Job Description

Position: Yard Crew Supervisor
Department: Public Works
Reports to: Distribution and Streets Supervisors
Hourly Rate: \$14.75

City of Marlin, Texas
Non-Exempt Status

Full time

JOB SUMMARY

Under general supervision of the Distribution and Streets Supervisors in the Public Works Department, this position manages the day-to-day operations of the yard crew and is responsible for the care and maintenance of municipal parks, municipal right of ways, municipal cemeteries, municipal airport, and the areas immediately surrounding municipal buildings and other municipal owned properties. The care and maintenance of such municipal properties includes but is not limited to mowing, weed whacking, cleaning flowerbeds, landscaping, tree and limb removal, rubbish clean up, equipment repair and maintenance, snow and ice removal, leaf blowing, assisting road and distribution crews as directed, and any other tasks assigned.

Essential duties and responsibilities may include, but are not limited to, the following:

Inspects equipment, park structures and playgrounds for safety compliance

Performs minor construction and park facility repairs using skilled trade practices.

Assists crew in coordinating day to day tasks such as mowing municipal properties, including but not limited to providing weekly assignment sheets to the City Manager.

Inspects equipment and performs minor maintenance activities and reports exceptional problems to the supervisor.

Performs work to ensure appropriate and timely completion of maintenance.

Responds to after hour callouts for high water, storm damage, and ice and snow removal/control.

Performs operational support for special events

May operate hand tools to heavy, complex equipment and is responsible for training of subordinate staff.

Assists in training full time, seasonal, and contract in the best and safest methods of accomplishing tasks, primarily through on the job or individual instruction.

Performs custodial duties to park restrooms, pavilions, concessions, and other park areas.

Responsible for ensuring all parks and public grounds are maintained to Park Maintenance standards of safety and aesthetics

Performs general maintenance and construction of parks including, but not limited to mowing, trimming, litter control, playground maintenance, and tree work

Develops and implements a periodic written schedule for the maintenance of Municipal facilities.

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Reports to: Director of Public Works Full time
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ACCEPTABLE EXPERIENCE AND TRAINING

- Must be able to read and write English.
- Must be Bondable.
- Possess good communication skills.
- Ability to keep accurate records.
- Work well with people.

This position is eligible for training for certification requirements, OSHA Safety courses, and leadership training at the supervisor's discretion.

PHYSICAL REQUIREMENTS

- Maintain a degree of physical fitness necessary to perform all tasks outlined in this job description.
- Duties require walking, sitting and standing.
- The employee must regularly lift and/or move up to 20 pounds, frequently lift and /or move up to 25 lbs.
- Specific vision abilities require by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Working time may require irregular hours, long hours and/or on-call response with no prior notice.

LANGUAGE/ KNOWLEDGE SKILLS

- Ability to establish and maintain effective working relations.
- Skill in effective oral and written communication for the purpose of exchanging information. internal staff, citizens other department's staff and city officials.
- Ability to understand and carry out both oral and written instructions.
- Bilingual preferred but not required.

Employee Acknowledgement: _____ Date: _____

Note: This job description should not be interpreted to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instruction, and perform any related duties as may be required by their supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employee Acknowledgement: _____ Date: _____

Note: This job description should not be interpreted to imply directly or indirectly that the Employee is anything other than an at-will employee and this job description is not to be considered as an agreement with the City of Marlin. Employee is an at-will employee and as such may be terminated at any time with or without cause.