

POSITION DESCRIPTION
LABOR SUPERVISOR I – CEMETERY AND PARK MAINTENANCE OPERATIONS

PARKS, RECREATION & CULTURAL SERVICES DEPARTMENT

POSITION PURPOSE:

Under the supervision of the Superintendent of Parks, this position is responsible for supervising and performing skilled maintenance and repair work at Graceland and Mound Cemeteries and all other City-owned parks and property as needed.

ESSENTIAL DUTIES:

Supervises and coordinates daily activity of Graceland and Mound Cemetery contractual services employees. Including maintenance of buildings and grounds, laying out and marking graves and lots, supervising the installation of memorial foundations, marketing grave sites to prospective customers, and supervising the entombment or interment of bodies or cremains.

Assist with the supervision and coordination of daily activity of full-time, seasonal, student and contractual services staff involved with turf grass, grass cutting, landscaping, beach cleaning and picnic area maintenance.

Establishes job priorities and timeframes and also organizes daily and seasonal activities of office and grounds maintenance by distributing work orders. Maintains accurate records of work performed, other activities and responsibilities.

Trains and provides proper orientation to parks and contractual employees. Instructs personnel in proper use of equipment and safe operation of vehicles.

Assists in the preparation of the annual operating budget, capital improvements projects and equipment replacement. Requisitions proper materials and supplies and maintains adequate inventory levels.

Maintains availability for weekend on-call duty in rotation with other supervisors throughout the year. Supervises snowplowing and ice control of alleys, sidewalks, and parking lots on weekends and evenings.

Initiates corrective procedures, either orally or in writing, to better utilize department resources. Participates with Superintendent of Parks in disciplinary procedures, grievance, in accordance with City of Racine Employee Handbook.

Fills in for other labor supervisors who are on vacation, holidays, casual days, or sick leave.

Responds to citizen complaints and suggestions using appropriate tact, diplomacy, and courtesy.

Assists in the set up and department coordination of special events throughout the year.

Maintains a consistent and reliable attendance record.

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CEMETERY ASSOCIATED DUTIES:

Assists with maintaining records and making reports related to finances, internment, sales, and other operations.

Assists with maintaining all records, answering phones, and issuing correspondence, and in dealing with customers and the general public.

Assists in coordinating meetings with families to make sales, provide burial information, and make burial arrangements.

Assist in administers the operations of the Perpetual Care Fund and supervises the related services provided.

Assists in maintaining thorough and accurate records of all information including burial database relating to burials and lot purchase for monitoring, revenue and public information purposes.

Assist in the promoting and selling cemetery lots and services to prospective purchasers.

Performs other duties as assigned on an as need basis.

MINIMUM QUALIFICATIONS REQUIRED:

Five (5) years of responsible supervisory experience in cemetery maintenance and turf management or landscaping preferred.

Knowledge and experience in application of insecticides, pesticides, herbicides, disinfectants, and fertilizers.

Ability to identify and eradicate insects, parasites, and diseases which attack turf and bedded plants.

Thorough knowledge of the tools, equipment, methods, and practices utilized in the complete maintenance and repair of vehicles and equipment used in Parks Department operations.

Ability to plan, schedule, and supervise daily activities of large skilled and semi-skilled work crew.

Ability to effectively supervise a labor crew in various maintenance assignments in a safe, orderly, and efficient manner.

Excellent driving record and ability to operate City vehicles in a safe, defensive driving manner.

Ability to understand and effectively apply modern human relation concepts; availability to participate in management training workshops, seminars, and supervisory training courses.

Ability to review individual performance and make proper work assignments utilizing departmental staff to maximum manpower potential.

Ability to assume a role as a key member of the management team by contributing to management planning and the decision-making process.

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Ability to perform supervisory duties under adverse weather conditions and emergency situations.

Possess a valid Wisconsin Driver's License.

PHYSICAL DEMANDS OF POSITION:

Ability to engage in strenuous physical activity including, but not limited to, stooping, standing, bending, climbing, etc. Ability to lift 50 lbs. Must have good dexterity and be in good physical condition.

ENVIRONMENTAL/WORKING CONDITIONS OF THE POSITION:

Exposure to loud noises, extreme heat, chemicals, dust, insulation, outdoor weather conditions, and exposure to sanitation equipment.

EQUIPMENT USED:

Personal computer, various power and hand tools, tractors, field marking equipment, front-end loader, bucket, and other vehicles.