



CITY OF SENECA
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CITY OF SENECA

POSITION DESCRIPTION – BEAUTIFICATION SUPERVISOR

GENERAL PURPOSE

Plans, coordinates, and supervises through subordinate supervisors, a city-wide planned nursery and landscape, grounds improvement, and/or street/park tree maintenance program; and performs other related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Serves as a crew leader for one of the following crews:

- Beautification Crew: Consists of workers who perform city landscaping and maintenance. Performs maintenance as part of crew. Designs landscapes for city property and plants trees, shrubs, and other plants.
- Sidewalk Crew: Consists of workers maintaining city sidewalks. Serves as crew member as needed.
 - Reviews unit's workload, schedules, personnel assignments, status of on-going work, projects, and available personnel for work assignment in order to plan unit activities.
 - Supervises work crews and ensures that all necessary tools, equipment, and materials are provided at job sites and that work is performed in accordance with instructions and/or accepted standard practice.
 - Assigns and schedules work. Issues written and oral instructions.
 - Enforces safety rules and regulations to ensure safe environment for workers.
 - Monitors man-hours, material usage, and status of projects and reports information to supervisor.
 - Responsible for security, inventory, and accountability for city-owned tools and equipment.
 - Provides on-call duty coverage during non-working hours as per duty roster.
 - Replaces worn or damaged parts, such as hoses and belts, in machines and equipment, providing maintenance for vehicles such as trucks and riding mowers.
 - Investigates and responds to citizen complaints.
 - Cuts grass and trims weeds on city property using lawn mower and weed trimmer.

- Provides maintenance to sprinkler system as needed.
- Plans and digs flower beds and plants flowers, using gardening tools.
- Constructs decorative flower garden borders from wood, using handtools.
- Cleans buildings, washes windows, and empties trash cans, using brooms, cleaning supplies, and floor buffer.
- Paints interior and exterior walls and trim, using paint and painting tools.
- Operates motorized equipment as necessary to complete assigned work tasks.

PERIPHERAL DUTIES

Is required to fill in for other positions within the department.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma or GED equivalent
- Valid SC Driver's License and CDL license or ability to obtain one.
- Three years of supervisory experience involving responsibility for a program overseeing the: 1) propagation and cultivation of various plants, shrubs, and trees; and/or 2) care, maintenance and beautification activities for parks, gardens, streets, malls or other landscaped areas.

Necessary Knowledge, Skills and Abilities:

- Considerable knowledge of municipal sanitation or street maintenance principles, practices and methods.
- Thorough knowledge of applicable City policies, laws, and regulations affecting Department activities.
- Working knowledge of the hazards and safety precautions common to heavy equipment operations.
- Working knowledge of the methods, materials and tools used in sanitation or streetwork.
- Skill in operating the listed tools and equipment.
- Ability to communicate effectively, orally and in writing, with employees, City officials and the general public.
- Ability to observe proper safety precautions.
- Ability to establish effective working relationships with other employees, supervisors and the public.

- Ability to perform heavy manual tasks under varying weather conditions.
- Ability to drive and operate a variety of equipment under varying conditions.

TOOLS AND EQUIPMENT USED

Power Equipment: Power Saws, Portable Power Tools, Street Blower, Blowtorch, Portable Power Tools, Air Compressor, Soldering Iron, Spray Gun, Staple Gun, Stud-Driver, Sign Making Machine, Pressure Sprayers, Pressure Washers, Sledge Hammer, Drills, Concrete Saw, Miscellaneous Hand Tools: Staple Gun, Wrench Sets, Handtools, Chisels, Heavy Equipment: Heavy Trucks, Tractor Backhoe, Motor Grader, Articulate Loader, Mower. Sanitation Equipment: Rollcarts, Chipping Machine, Dump Truck, Pickup Truck, Trencher Snowplows, Sand Spreaders Lawn Maintenance Equipment: Chain Saws, Weed Eaters, Pitch Forks, Picks, Shovels, Sod cutter, Rakes Pulverizer, Rototiller, Pruning Shears, Dethatching Machine, Edger.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
- The employee frequently is required to stand and talk or hear.
- The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must constantly lift and/or move up to 20 pounds, must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee regularly works in outside weather conditions.
- The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration.
- The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.
- The noise level in the work environment is usually loud.

The duties listed above 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.

The 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.