

RESOLUTION 26-21

RESOLUTION ADOPTING AND REVISING THE EMPLOYEE HANDBOOK

WHEREAS, the establishment of rules and regulations for the hiring and continued employment of City personnel is of benefit to the City, and

WHEREAS, it is advantageous for City personnel to know their rights and terms of employment.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WAVERLY, NEBRASKA that the Employee Handbook as revised on November 27, 2018, incorporates revisions to the following sections, attached hereto as Attachment "A":

JOB DESCRIPTIONS

The additions and changes in the above stated section is hereby adopted as policy.

PASSED AND APPROVED THIS 11TH DAY OF AUGUST, 2026

Abbey L. Pascoe
Mayor

ATTEST:

Megan K. Frye
City Clerk/Human Resources Assistant

(Seal)

RESOLUTION 26-21 ATTACHMENT “A”

Parks and Recreation Maintenance SupervisorLead

Formerly Parks and Recreation Assistant

DEPARTMENT: Parks and Recreation

REPORTS TO: Parks and Recreation Director, City Administrator

FLSA STATUS: Non-Exempt, Non-Volunteer, Full-Time

JOB SUMMARY

Under the direction of the Parks and Recreational Director, is responsible for maintenance of city park grounds, park buildings, parks equipment, various city-owned office buildingsproperties, and Aquatic Center. General knowledge of equipment and vehicle maintenance. Promotes good will and develops a positive approach to public relations in the community. Works varying schedules, including occasional nights and weekends.

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Mechanical, preventative maintenance, basic repair, and basic plumbing skills are required.
- Keep an inventory, maintenance log, and replacement schedule for all Parks Department equipment and systems.
- Basic safety and first aid practices.
- Must exercise defensive and safe driving practices.
- Methods, techniques, tools and operating characteristics of equipment used in light construction, installation, hand power tools, and maintenance projects.
- Knowledge of operations, activities and policies of the Parks and Recreation Department.
- Ability to plan and supervise the work of skilled and unskilled employees performing park maintenance and construction work.
- Knowledge of operation and maintenance of irrigation system/sprinklers.
- Ability to operate a variety of light, medium, and heavy-duty equipment including trucks, skid loader, woodchipper, tractors, mowers, snow removal equipment, field line painting equipment, athletic field dragging equipment, and weed trimmers/edgers.
- Knowledge of all equipment used in the Parks Department.
- Ability to inventory parks equipment and keep maintenance and replacement log.
- Knowledge of chemicals commonly used for landscaping and pools.
- Must be able to maintain an effective working relationship with employees and the public.
- Ability to work in any weather condition.

EDUCATION AND EXPERIENCE

- 1) High school education or equivalent; and two (2) years' experience in recreation field or work in landscaping, groundskeeping, and equipment maintenance.
- 2) Light to medium equipment experience and preventative maintenance preferred.
- 3) Must be able to pass any background, medical, and drug screenings required.

ESSENTIAL JOB FUNCTIONS *The following examples of work are illustrative only and are not intended to be all inclusive.*

- Must be punctual and dependable with regular attendance.
- Ability to hire, lead, and oversee seasonal staff.
- Cut down trees, trim trees, and landscape maintenance.
- Minor construction work.
- Repairs sprinkler heads and other minor repairs to irrigation systems.
- Plans, organizes, and directs employees in the maintenance, care, and operations of city parks, including athletic fields and related facilities.
- Works with Parks and Recreation Director to develop maintenance budget for the Parks and Recreation budget.
- Must be able to perform heavy manual labor.
- Must wear proper work attire and PPE as needed.
- Helps oversee the daily operation of municipal recreation programs and facilities.
- Maintains park grounds and recreational facilities, keeping them clean and in good repair including daily trash removal.
- Maintenance of Aquatic Center such as repair of motors, pumps, filter system, and plumbing.
- Maintaining and ensuring safety of City Playgrounds and equipment.
- ~~Responsible for maintaining accurate records and summaries for all maintenance equipment servicing and checks.~~
- Responsible for keeping designated areas clean, including snow removal.
- Supervises and participates in the planting of flowers, mowing, watering, spraying, trimming and pruning of shrubs and trees and maintenance of park grounds, ball fields, and city buildings
- Ability to lift and/or move picnic tables, to carry, push or pull a variety of tools, equipment and materials; able to climb, balance, stoop, kneel and work in a crouched position for extended periods of time.

WAGES, HOURS, AND BENEFITS:

Wages per pay scale and are compensated on an hourly basis.

Hours are 8:00 am to 4:30 p.m. Additional hours may be required based on weather and City needs.

Eligible for paid time-off, health insurance, dental insurance, vision insurance, life insurance, and HSA. Retirement benefits available after introductory period.

LICENSE/CERTIFICATION PREFERENCES:

Certified Pool Operator (CPO), CPR/First Aid, and Pesticide Applicator's License required, or ability to acquire within 90 days of hire-

Turf and Field Management workshops/ training required.

Must possess valid driver's license with clean driving record, with the expectation of notifying the City Administrator of any changes to driving record.

PHYSICAL REQUIREMENTS:

Must be able to perform heavy manual labor.

Ability to stand, walk, and sit for long periods of time.

Ability to get in and out of and to operate a vehicle.

Ability to climb ladders and stairs.

Must be able to regularly lift a minimum of fifty (50) pounds and occasionally lift in excess of seventy-five (75) pounds.

Ability to work in all weather conditions.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this job summary. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel. This job description may be changed or updated at any time without notice.