



## WARREN COUNTY PARKS AND RECREATION DEPARTMENT

### JOB DESCRIPTION

- I. **Name of Position:** I-65 Beautification Manager
- II. **Organization Unit:** I-65 Division
- III. **General Summary:** This individual's primary responsibility is to oversee all contractual bids for mowing, trimming, landscaping, seeding, aeration and weed control for all assigned I-65 corridor properties that are included in the Operation Pride Program. This position reports directly to the Director of Warren County Parks.
- IV. **Qualifications:** Four-year college degree preferred, high school graduate required, at least 2 years of landscape management experience preferred, knowledge of shrubs, trees, flowers, weeds, and general understanding of pesticide and herbicide application preferred. Two years of general supervisory experience preferred. WCPRD is an equal opportunity employer.
- V. **Special Work Conditions:** Indoor/outdoor and weekend/night work required. Transport and direct supervision of inmates is required.
- VI. **Position Wage:** To be determined by Warren County Judge Executive at time of hiring.
- VII. **Employee Classification:** Non-Exempt
- VIII. **Essential Job Functions:**
1. Responsible for ensuring daily, weekly, and monthly inspections of all locations under contract through 3<sup>rd</sup> party vendors are inspected to ensure that contractual obligations are being met.
  2. Responsible for coordinating, reviewing, requesting, modifying, and changing all weekly work assignments and tasking calendars by 3<sup>rd</sup> party vendors to ensure weekly workflow is completed at all assigned locations.
  3. Responsible for interacting on a daily, weekly, and monthly basis with Operation Pride to ensure that all corridor requests and maintenance schedules per contracts are completed to their expectations. Due to the nature and complexity of the work for this division being under the control of multiple contracts, this manager is responsible for making adjustments, being flexible, and coordinating changes in workflow due to any damage caused by weather, traffic, equipment, or any other unforeseen circumstances.
  4. Responsible for coordinating all lowering and raising of I-65 flags and following all flag protocols, repairing and ordering replacement parts, and ensuring all maintenance performed by any contracted vendors follow all required safety measures in performing such tasks.
  5. Responsible for obtaining weekly workflow plans from contracted vendors and submitting to Director for review along with the I-65 Manager report to Director regarding work to be completed during the current work week (Monday through Sunday).
  6. Overseeing inmate work labor crews when assigned throughout the corridor.
  7. Completing monthly inspections and ensuring proper upkeep and maintenance is completed by 3<sup>rd</sup> party vendors using assigned equipment belonging to Operation Pride and Warren County Parks.
  8. Responsible for communicating with KY Department of Transportation representative all primary contractual changes, modifications, or renewals regarding work in this division.
  9. Ensure all contracted vendors follow all safety terms as specified in contracts with each vendor.
  10. Survey, analyze, and make suggestions for effective course of action pertaining to any issues along the corridor and report to Director.
  11. Assist in development and design of any flower beds to be incorporated into landscape along the corridor.
  12. Ensure that all safety regulations and requirements regarding signage, etc. are being followed by 3<sup>rd</sup> party vendors working in I-65 corridor locations.
  13. Complete all assigned trainings.
  14. Attend all meetings required by Warren County Parks and any relating to assigned properties.
  15. Responsible for maintaining a current inventory of all equipment assigned to division and completing monthly inspections on all assigned vehicles.
  16. Responsible for learning all maintenance practices for all trees, shrubs, flowers, landscaping of properties assigned.
  17. Assist with snow removal and salt spreading operations during winter months.
  18. Responsible for studying for and obtaining / passing KY State Pesticide and Herbicide License Test and obtaining certification for assigned categories within 30 days of employment.
  19. Understand and agree to comply with all WCPRD Employee Handbook and Warren County Personnel Policy.
  20. Complete any other duties assigned by the Assistant Director or Director of Warren County Parks.
  21. Perform all duties in a polite, professional, and respectful manner always with both patrons and fellow employees and lead by example through PPCRT policy.
- IX. **Verification of Understanding Position:** By signing this job description, I agree to perform the tasks outlined within and also fully understand that I may be assigned other work-related duties and responsibilities as directed by Director or Assistant Manager of WCPRD.

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WCPRD Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director WCPRD Signature

\_\_\_\_\_  
Date