



**JOB ANNOUNCEMENT**  
**Open to City Employees and the General Public**

Date Opened: May 29, 2026  
Closing Date: Open Until Filled

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**Job Title:** Parks Manager & Cemetery Sexton  
**Department:** Parks and Recreation  
**Reports To:** Parks and Recreation Director  
**Job Type:** Full-time, Exempt  
**Pay:** \$34.31-\$49.56 per hour  
**Hours:** 40 hours per week (Typically 7am-3:30pm)

**General Purpose**

This position is responsible for performing a variety of first-line supervisory duties related to coordinating and implementing the day-to-day work schedule and project priorities of the parks division and cemetery; participates in all phases of park turf management and beautification, open space and trail maintenance; snow removal, buildings and facilities maintenance; construction; installation; upkeep and repair. Willing to work alongside team members and provide leadership by demonstrating a strong work ethic at all times.

**Essential Duties**

**Park Management**

Oversee the day-to-day operations, maintenance and development of all parks, open spaces and recreational areas, ensuring they are kept in good condition and accessible to the public.

**Cemetery Sexton**

Oversee the daily operations, maintenance and administration of the cemetery. Responsibilities include coordinating burials and interments with funeral homes and families, maintaining accurate cemetery records, assisting with lot sales and public inquires and ensuring compliance with cemetery policies and applicable regulations. The position also oversees grounds maintenance activities, including landscaping, irrigation, snow removal and general upkeep, to ensure the cemetery remains safe, orderly and respectful in appearance for visitors and families.

**Trail Management**

Oversee the operation, maintenance, safety and improvement of the public trails system. Inspecting trails for safety hazards, coordinating trail maintenance and repairs, managing signage and erosion control, supervising maintenance crews or volunteers and ensuring trails are safe, clean and accessible for public use.

**Team Leader**

Manage, train and motivate a team of full-time park maintenance personnel and seasonal employees to ensure effective park management, proper horticultural practices and adherence to safety protocols.

### **Budget and Resource Management**

Develop and maintain budgets for parks, cemetery and recreational facilities, including equipment purchases, supplies and staffing requirements. Ensure optimal utilization of available resources.

### **Landscaping and Beautification**

Plan and implement landscaping projects, including the installation of new plants, trees and flowers, as well as the maintenance of existing horticultural features to enhance the aesthetics of parks.

### **Facility Maintenance**

Oversee the maintenance and repairs of park facilities, playgrounds, sports fields, sports courts, walking trails and restrooms, ensuring they meet safety and cleanliness standards.

### **Park Programs and Events**

Collaborate with the Parks and Recreation Director, Recreation Manager, community organizations and stakeholders to develop and organize recreational programs and events within parks, promoting community engagement and usage.

### **Safety and Compliance**

Ensure compliance with safety regulations, policies and procedures related to park management, equipment usage and staff activities. Implement and enforce park rules and regulations for the benefit of visitors.

### **Sustainability Initiatives**

Adhere to sustainable practices within parks and open spaces, such as waste management, water conservation and plant preservation.

### **Stakeholder Communication**

Foster positive relationships with city officials, community members and park users by addressing concerns, providing information and promoting public awareness of park activities and initiatives.

### **Reporting and Documentation**

Maintain accurate records, reports and documentation related to park operations, activities and expenses. Prepare periodic reports for city management as required.

### **Responsibilities**

Performs and follows the City's mission statement, values and expectations. Provides field supervision on parks project priorities; monitors work schedules and deadlines, allocates equipment and vehicles essential to complete projects and determines materials needed to complete specified objectives; recommends personnel and equipment resources as needed to assure timely project completion; orders materials and equipment as needed, within the buying limits established by city policy.

Responds to public questions, explains park procedures and policies, and resolves disputes among citizens utilizing park facilities.

Manages, directs, trains and motivates a team of park maintenance laborers on various safety procedures in equipment usage such as backhoe, loader, tractor, gang lawn mowers and landscape equipment. Performs related duties as required.

Assists in planning, designing and directing the construction of various park facilities such as irrigation systems, pavilions, shelters, picnic areas, play equipment, benches, bleachers, ball fields, cemetery and other facilities. Conducts routine park and playground inspections and assigns work orders to team members. Monitors and makes needed adjustments to auto locks on facilities using software program. Reviews security cameras when necessary. Monitors and makes needed adjustments to watering schedules.

Directs the installation, maintenance and repair program of water sprinkler systems for all parks; supervises and directs mowing, watering and aeration of parks turf; carries out supplemental irrigation to sustain or force

growth; assures operation and maintenance of automated sprinkler systems and water pumps; oversee projects to ensure work progress and timely completion.

Oversees seasonal duties such as snow removal, winterizing sprinkler systems, flushing watering systems in spring and repairs other equipment and facilities, operation of cemetery.

Coordinates applications of fertilizer, herbicide, pesticide, soil conditioner and other turf maintenance procedures; supervises and performs spraying of herbicides, insecticides, fungicides and pesticides to control undesirable growth, rodents and pests; calibrates and operates spraying equipment in applying fertilizers and other growth agents to stimulate growth and beautification of grass and other greenery.

Performs and/or coordinates field supervisory duties to carry out tree and shrub planting program; coordinates and participates in planting of lawns, trees, shrubs and other greenery; supervises pruning and trimming projects; assures adherence to watering schedules.

Monitors health conditions of trees, shrubs and other horticulture; evaluates diseases and analyzes and makes decisions for the treatment of unhealthy trees, shrubs and related greenery.

Inspects vehicles and equipment and determines potential problems and makes necessary repairs and adjustments to light and heavy trucks, automobiles and various light and heavy equipment such as tractors, loaders, backhoes, dump trailers, sanders, pumps, rollers and lawn mowing equipment.

Assists in various Parks and Recreation projects as needed; may operate equipment such as loader, snowplow, sander, backhoe and related equipment during seasonal increases in work requirements.

## **Required Knowledge, Skills and Abilities**

### **Considerable knowledge of**

- Parks Systems, including installation
- Irrigation Systems
- Cemetery Operations
- Ballfield Maintenance at the highest competitive level
- Snow removal
- Flow Pumps
- Horticulture, planting cultivating, pruning and general care for plants, trees, shrubs and flowers
- Local and state regulations pertaining to parks, safety standards and environmental conservation
- Parks Maintenance and construction procedures
- Principles of supervision, leadership and management
- Fiscal Management and budget development
- Motorized equipment maintenance, operation and minor repair
- Landscape design and ground preparation
- Equipment operation for backhoe, loader, mowers, tractor, power over seeders, aerators, thatcher's, welder, trimmers, edgers, etc.
- Hazards and related safety precautions associated with equipment operations
- Successful removal, transplanting and running of various types of park plants, shrubs, and trees, etc.
- Proper application of herbicides, fungicides, insecticides, pesticides, fertilizer and soil amendments
- Turf, trails, cemetery and open space management

### **Working Knowledge of**

- Large park irrigation systems
- Cemetery systems
- Machines and tools, including their uses, repair and maintenance
- Safety procedures

### **Skilled in**

- Handling multiple projects with interruptions
- Prioritizing and organizing workload to meet deadlines
- Operating various types of light equipment such as gang mower, front end loader, tractor, backhoe, trencher, etc.
- Basic electrical, plumbing, construction and carpentry
- Watching indicators to make sure a machine is working properly
- Strong leadership, communication and interpersonal skills with the ability to work effectively with diverse teams and community stakeholders
- Identifying possible safety hazards and reacting accordingly
- Reading of landscape drawings and blueprints

### **Ability to**

- Prioritize tasks, make sound decisions and solve problems in a fast-paced environment
- Recognize and identify common weeds and pests
- Recognize and identify diseases common turf and greenery
- Effectively apply chemicals for the abatement and eradication of noxious weeds and insects
- Communicate effectively, verbally and in writing
- Develop effective working relationships with supervisor, subordinates and the public
- Work weekends and holidays when needed and may be required to work 12-hour or longer shifts in emergency situations.
- Respond effectively and make responsible decisions in emergency or unusual situations
- Establish and maintain good working relationships with employee's, supervisors and the public

### **Supervision Received**

Works under the immediate supervision of the Parks and Recreation Director.

### **Supervision Exercised**

Provide supervision of full-time and seasonal parks personnel.

### **Minimum Qualifications**

- A bachelor's degree in Parks and Recreation Management, Horticulture, Landscape Architecture, or a related field or Equivalent work experience will be considered.
- Must have (2-5) years of experience in park management, including demonstrated experience in personnel supervision and budget management.
- Must possess a valid Utah Driver's License and meet the requirements of the City's Motor Vehicle policy.
- Must obtain an Off Highway Certification within 30 days of hire.
- Must pass a pre-employment drug test following a conditional offer of employment.
- Must pass a pre-employment background check.
- Driving record of successful applicant may be obtained by the City.

## **Certifications**

- Certified Playground Safety Inspector (CPSI), Certified Sports Field Manager (CSFM), ISA Certified Arborist, Licensed Non-Commercial Pesticide Applicator, Backflow Prevention Certification, Certified Park and Recreation Professional (CPRP), and CDL with the State of Utah is preferred.
- Applicant must complete the following certifications within one year of hire if they do not currently possess them at the time of hire: CPSI, CSFM Backflow Prevention Certification and Pesticide Applicator.
- Successful Applicant must submit a copy of education and certification requirements when requested.

## **Working Conditions**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. While performing the duties of this job, the employee is frequently exposed to generally loud noise or very loud noise (ex. Large earth-moving equipment, lawn mowers, weed trimmers, blowers, etc.) Work is performed primarily in outdoor settings and in all weather conditions. Individual is exposed to hazards associated with lawn and building maintenance including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles. Travel among worksites is required, which exposes the worker to the hazard's incident to travel by vehicle.

## **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

While performing the duties of this job the employee is frequently required to stand, sit, reach with hands and arms, talk, hear, see, walk, stoop, kneel, crouch or crawl, use hands to grab and handle or feel and lift up to 40 pounds regularly, 60 pounds frequently and 80 pounds occasionally. Duties require sufficient mobility and require the employee to be able to coordinate two or more limbs while sitting, standing or lying down. Specific vision requirements for this position include close vision, distance vision, peripheral vision and depth perception.

## **Benefits**

This position is eligible for Medical, Dental and Vision Insurance, Retirement Plan, Paid Time Off. A Flexible Work Schedule with supervisor approval.

## **Application Process**

Interested parties must submit a resume with at least three (3) professional references, cover letter and apply at the following link [clintoncity.bamboohr.com/careers](http://clintoncity.bamboohr.com/careers).