

# **Grounds Superintendent**

**City of Salmon, Idaho | Parks/Public Works Department**

**Classification:** Supervisor; Part-time Seasonal with opportunity to become full-time

**Pay:** \$19.00 – \$21.00 per hour (DOE)

**Revised:** January 2026

## **Position Description**

Under the direct supervision of the Public Works Superintendent and the City Administrator, the Grounds Superintendent oversees the operations, maintenance, and supervision of Salmon City Parks, the Cemetery, the City Pool, and all other city-maintained grounds.

## **Primary Duties and Responsibilities**

- **Supervision & Leadership:** Organize and lead the work of assigned employees, contractors, and volunteers. This includes hiring, training, conducting evaluations, and preparing work schedules, as well as working alongside seasonal employees in completing tasks.
- **Parks & Cemetery Maintenance:** Organize and work with employees to accomplish successful maintenance of restrooms, grounds, and associated facilities. Duties include landscaping (mowing, weeding, tree trimming), irrigation repair, and cemetery-specific tasks such as marking and digging graves.
- **Facility & Equipment Upkeep:** Perform general construction tasks (plumbing, carpentry, electrical, painting) and janitorial duties. Maintain various equipment including mowers, weedeaters, trucks, trailers, pumps, and backhoe.
- **Pool Operations:** Oversee the maintenance of the City Pool, including chlorinators, sand filters, boilers, plumbing, and structural components.
- **Administrative & Safety:** Maintain accurate records, manage operating and capital budgets, and enforce park/cemetery regulations. Ensure all safety measures are followed by staff and volunteers through regular inspections.
- **Public Health:** Conduct water sampling and other testing as required by the Health Department or regulatory agencies.
- **Strategic Planning:** Collaborate with City staff to identify park improvements, equipment needs, and staffing requirements. Implement a long-term vision for department operations.

- **Seasonal Support:** Assist the Public Works Department with seasonal duties, including snow plowing, chip sealing, and street sweeping.

### **Minimum Qualifications**

- **Education:** High School Diploma or GED.
- **Experience:** Proven experience in building/grounds maintenance and supervisory roles involving employees or volunteers.
- **Technical Skills:** Strong mechanical aptitude; proficiency in operating backhoes, tractors, power tools, and irrigation systems.
- **Computer Literacy:** Basic skills in Microsoft Office (Word, Excel, PowerPoint) and email.
- **Certifications:** \* Valid Idaho Class B Commercial Driver's License (CDL) with air brake endorsement (or ability to obtain within one year).
  - Certified Pool/Spa Operator certification (or ability to obtain within one year; City provides training).

### **Physical Requirements & Working Conditions**

- **Physical Stamina:** Must be able to lift or move up to 100 pounds.
- **Mobility:** Ability to bend, stoop, kneel, climb, and stretch; must have the vision and hearing necessary to operate vehicles and communicate effectively.
- **Environment:** Must be willing to work long hours and perform tasks in inclement weather.
- **Professionalism:** Maintain a collaborative relationship with officials and the public, even under stressful conditions.

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### **How to Apply**

Applications for this position may be found at [www.cityofsalmon.com](http://www.cityofsalmon.com), under City Departments and Employment Opportunities and may be submitted in person to the **City Administrator** or emailed to [bgreen@cityofsalmon.com](mailto:bgreen@cityofsalmon.com):

#### **City Hall**

200 Main Street  
Salmon, ID 83467

The City of Salmon is an equal opportunity employer. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.