

Town of Atlantic Beach SC

Job Title: Superintendent – Recreation and Beautification Department

Department: Recreation and Beautification

Reports To: Town Manager

FLSA Status: Full-Time, Non-Exempt

Salary Range: Commensurate with experience

Location: Town of Atlantic Beach, South Carolina

Benefits: Health Insurance (Medical, Dental, Vision), Retirement Plan (401(k)), Paid Time Off (Vacation, Sick) Paid Holidays (exceeding six consecutive months of work.)

Position Summary:

The Town of Atlantic Beach is seeking a hands-on, dedicated, and proactive Superintendent to lead the newly created Recreation and Beautification Department. This department is charged with preserving the town’s visual charm and environmental cleanliness by maintaining rights-of-way, clearing vacant lots, managing trash and debris, and supporting signage installation and maintenance. The Superintendent will play a critical leadership and operational role in keeping the town “crisp and clean” for residents and visitors alike.

Essential Duties and Responsibilities:

- Directs daily operations of the Recreation and Beautification Department.
- Oversees the clearing, mowing, and general upkeep of vacant lots and abandoned properties as assigned.
- Maintains all Town rights-of-way including mowing, trimming, litter removal, edging, and general landscape care.
- Installs, inspects, and maintains public signage to ensure compliance with town ordinances and visibility standards.
- Leads litter and trash control efforts including the placement and servicing of trash receptacles throughout public areas.
- Schedules and supervises seasonal beautification activities such as planting, mulching, and seasonal decorations.
- Coordinates with other departments and external vendors as necessary to complete projects and maintain service quality.
- Maintains an inventory of department tools, materials, and supplies, ensuring equipment is used safely and maintained regularly.
- Trains, supervises, and evaluates any department staff, temporary workers, or volunteers.

- Prepares routine reports, work orders, schedules, and updates to be shared with the Town Manager.
 - Assists in budget preparation for the department and tracks expenditures.
 - Responds to citizen complaints or concerns related to public cleanliness and beautification and provides follow-up.
 - Participates in planning future recreational or beautification initiatives for the Town.
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Minimum Qualifications:

- High school diploma or equivalent (GED) required; associate degree or technical certification in public works, horticulture, landscaping, or related field preferred.
 - Minimum **three (3) years of experience** in landscaping, grounds maintenance, or municipal beautification programs, with at least one year of supervisory experience.
 - Valid South Carolina driver's license with a clean driving record.
 - Ability to operate and maintain landscaping and groundskeeping equipment including mowers, weed trimmers, blowers, chainsaws, and utility vehicles.
 - Basic knowledge of municipal signage standards and installation practices.
 - Ability to lift up to 50 pounds and work outdoors in varied weather conditions.
 - Strong communication, organizational, and time-management skills.
 - Commitment to professionalism, safety, and public service.
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Work Environment and Physical Requirements:

- Work is primarily outdoors in varying weather conditions.
 - Frequent walking, lifting, kneeling, climbing, and operation of light to heavy equipment.
 - Must be able to respond to emergency situations or town needs during off-hours, including weekends or holidays as required.
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Application Process:

Interested candidates should submit a completed Town employment application, résumé, and cover letter to:

Town of Atlantic Beach

Attn: Town Manager

717 30th Avenue South

Atlantic Beach, SC 29582

Or email to: cheryl@townofatlanticbeachsc.com

Position open until filled. First review of applications will begin two weeks from posting.