



## **Parks Maintenance Assistant Crew Leader**

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### **DEFINITION**

Under general supervision, perform basis maintenance tasks (for the Parks Division) and coordinate the work of a seasonal crew.

### **SUPERVISION RECEIVED**

Reports to a full time Parks Maintenance Operator, the Parks Maintenance Crew Leader, or the Parks, Facilities, and Project Manager.

### **SUPERVISION EXERCISED**

Supervises Parks Maintenance Assistants.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

- Perform simple building maintenance activities.
- Pick up trash in parks and right-of-ways.
- Mow parks, cemetery, or right-of-ways.
- Assist with irrigation repairs.
- Perform grounds maintenance (trims plants, installs plants, removes weeds).
- Handle and use hand and power tools.
- Coordinate and plan seasonal crew activities.

### **ESSENTIAL JOB RELATED QUALIFICATIONS**

#### **Knowledge of:**

Labor methods and safety precautions.

#### **Ability to:**

- Direct the work of others.
- Properly maintain assigned areas.
- Follow instructions.
- Perform assigned tasks properly and efficiently.
- Establish and maintain effective working relationships with co-workers and the public.

- Operate an automobile, truck, and other heavy equipment.
- Communicate with citizens on a daily basis in responding to questions or complaints.
- Use various types of equipment, mowers, edgers, and hand tools.
- Communicate via vehicle radios.

### **MINIMUM QUALIFICATIONS**

#### **Training:**

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

#### **Age Requirement:**

Must be 18 years of age or older.

#### **License or Certification:**

A valid Wyoming, Class C driver's license is required for all positions in this class.

### **SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment:*

Ability to stand, walk, bend, stoop, crouch, twist, and grasp; lift or carry 50 lbs. or less; push and/or pull heavy weights (over 75 lbs.) on a regular basis; work with hands above shoulder height with up to 40 lbs.; work with arms extended at shoulder height with up to 20 lbs.; exposure to hot, cold, outdoors, mechanical hazards; and ability to travel to different sites and locations.

Effective date: April 2005

Revised: February 2009