



## **Parks Maintenance Crew Leader**

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### **DEFINITION**

Under direction, lead, oversee, and participate in the more complex and difficult work of staff responsible for providing maintenance of parks, facilities, cemetery, irrigation, and open space landscaping; and perform a variety of technical tasks relative to assigned areas of responsibility.

### **SUPERVISION RECEIVED**

Reports to the Parks, Facilities, and Project Manager.

### **SUPERVISION EXERCISED**

Exercises lead technical and functional supervision over technical and maintenance staff.

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

Lead, plan, and review the work of staff responsible for providing maintenance of parks, facilities, cemetery, irrigation, and open space landscaping.

Supervise the use of and operate a variety of mechanical equipment and hand and power tools including trucks, mowers, edgers, blowers, tractors, and loaders.

Estimate time, material, and equipment required for assigned jobs; requisition materials as required; order parts as necessary and ensure parts ordered are received in a timely fashion.

Train assigned employees in the areas of work methods, techniques, and the use and operation of Parks Division equipment.

Verify work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.

Ensure adherence to applicable standards and specifications; maintain cleanliness of work area and tools.

Ensure adherence to safe work practices and procedures.

Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

Perform the full range of duties of the Park Maintenance Operator III.

### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

## **ESSENTIAL JOB RELATED QUALIFICATIONS**

### **Knowledge of:**

Operations, services, and activities of a parks, facilities, cemetery, irrigation, and open space maintenance program.

Principles of lead supervision and training.

Occupational hazards and necessary precautions applicable to parks and open space maintenance work.

Methods, techniques, and tools used in the construction and maintenance of parks, landscaped areas, and related facilities.

Uses, purposes, and operating characteristics of ground maintenance and construction material, equipment, and tools.

Pertinent federal, state, and local laws, codes, and regulations.

Plant and animal pests that are harmful to plants.

Chemical pesticides and herbicides and their use.

Operating characteristics of and repair principles used on irrigation systems.

Watering requirements for lawns, trees, plants and various types of soil.

Safe driving principles and practices.

### **Skill to:**

Operate a variety of mechanical equipment and hand and power tools in a safe and effective manner including trucks, mowers, edgers, blowers, tractors, and loaders.

Perform heavy manual labor for extended periods of time in all types of weather.

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

### **Ability to:**

Plan, organize, and review the work of parks and open space maintenance staff.

Provide lead supervision and training to assigned staff.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to parks maintenance programs and functions.

Prepare clear and concise records and reports.

Respond to requests and inquiries from the general public.

Perform the most difficult and complex parks and open space maintenance, landscaping, reconstruction, and repair work independently.

Perform preventive maintenance on equipment.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

### **MINIMUM QUALIFICATIONS**

#### **Experience:**

Four years of responsible parks maintenance and repair experience.

#### **Training:**

Equivalent to a high school diploma supplemented by specialized training in landscaping maintenance and repair, horticulture, or a related field.

#### **License or Certificate:**

Possession of a Pesticide Applicator's Certificate.

Possession of First Aid and CPR Certificates.

Possession of a commercial driver's license.

### **SPECIAL REQUIREMENTS**

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

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and lift 75 lbs.; exposure to noise, outdoors, chemicals, dust, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

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