

# CITY OF IMPERIAL

E-8 consent

## JOB DESCRIPTION

### PARK MAINTENANCE CREW LEADER

RANGE: 63

Union: Teamsters Union Local #542

Full Time | FLSA Non-Exempt

Department: Parks

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#### **DEFINITION:**

Under the direction of the Parks Director, performs a variety of tasks as a working lead person engaged in the construction and maintenance of City parks spaces, park equipment, park and right of way landscape areas and parks facilities

#### **DISTINGUISHING CHARACTERISTICS:**

The Crew Leader – Park Maintenance classification is distinguished from the Parks General Maintenance Worker I, II and III by the degree of specialized park construction and maintenance required supervision of the operation of motorized heavy equipment necessary to complete park or right-of-way maintenance projects, and the supervision and training of personnel.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- The following is a list of typical duties assigned to the Crew Leader – Park Maintenance classification. The duties included on this list are examples and are not intended to be all-inclusive or restrictive
- Supervises and works collaboratively with a small crew engaged in construction and maintenance of City park spaces, park equipment, park and right of way landscape areas and park facilities.
- Operates and helps maintain applicable motorized heavy equipment utilized in park maintenance projects.
- Responsible for the construction and renewing of park facilities.
- Identifies and prioritizes work, schedules and assigns work to designated crew.
- Ensures efficient, timely and safe completion of assigned projects.
- Lead crew and participate in performing a wide variety of maintenance tasks such as removing trash, leaves, debris, and snow from facilities and public areas, repairing and maintaining public buildings and facilities, and maintaining public infrastructure.
- Instruct employees in proper work methods and standards; monitor crew work quality; insure adherence to time schedules and safe work practices, provide performance feedback and input into performance reviews.
- Perform and lead crew on general maintenance tasks for public recreation areas, play ground equipment, cemeteries, and ball fields. Seed, fertilize, and irrigate ball fields, parks, and other areas; prepare fields for athletic events.
- Lead crew and participate in planting shrubs and flowers, trimming trees and shrubbery, and performing related landscape tasks in parks, medians and at town facilities; apply pesticides for weed control.
- Ensures that the necessary materials, supplies and equipment are available through inventory management.
- Ensures the proper maintenance of equipment utilized and issued for assigned projects.
- Maintains accurate records and logs of work performed, equipment and staffing usage.
- When necessary is responsible for initiating corrective action.
- Maintains effective working relationships with the general public, supervisors and subordinates.

## **OTHER DUTIES:**

- Perform related duties as assigned.

## **REQUIRED QUALIFICATIONS:**

### **Education and Experience:**

- High School Diploma or GED Equivalent and two years increasingly responsible grounds maintenance experience.

### **Licenses and other Requirements:**

- Valid California Class C driver's license and evidence of a safe driving record.
- Aerial Lift Safety Operator Certification
- Certified Playground Safety Inspector Certification
- Aquatic Facility Operator Certification
- Incumbents in the class series are placed in a random drug test program.

### **Knowledge of:**

- Standard tools, equipment, materials, methods and techniques used in general construction, maintenance and repair.
- Basic practices, procedures, methods and materials involved in the maintenance and repair of streets, water and sewer systems, buildings and facilities.
- Use of hand and power tools used in maintenance and repair.
- Appropriate health and safety precautions and procedures.
- Basic record-keeping techniques.
- Proper lifting techniques.

### **Ability to:**

- Perform a variety of general activities involved in the maintenance and repair of City streets, alleys, grounds, water and sewer systems, buildings, facilities and other City-owned properties.
- Operate a variety of equipment such as forklift, backhoes, trucks, mowers, tractors, edger's, chainsaws and various hand and power tools.
- Perform routine maintenance duties including light construction, plumbing, concrete work, framing and demolition.
- Repair or replace a variety of fixtures, parts, components and equipment.
- Install electrical fixtures, lights, pipe and wires.
- Perform grounds maintenance activities in the beautification of grounds and landscaped areas.
- Observe health and safety regulations.
- Perform heavy manual labor as needed.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written instruction.
- Establish and maintain cooperative and effective working relationships with others.
- Prepare and compile routine records related to work performed.

## **WORKING CONDITIONS:**

### **Work Environment:**

- Indoor/Outdoor environment.
- Seasonal heat and cold or adverse weather conditions.
- Regular exposure to fumes, dust, dirt, oil and grease.

- Noise from equipment operation.
- Driving a vehicle to conduct work.
- Variable work hours including evenings or weekends.

**Physical Demands:** 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.

- Dexterity of hands and fingers to operate maintenance equipment and tools.
- Seeing to perform maintenance work.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
- Walking over rough or uneven surfaces.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Heavy physical labor.
- Climbing ladders.

**Hazards:**

- Working around and with machinery with moving parts.
- Working at heights.
- Exposure to chemicals and fumes.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.