



Parks Maintenance Lead Worker

Summary

Plan, organize, and direct the work of several crews performing park maintenance work in a section of the City.

Class Characteristics

General supervision is provided by the Parks and Landscape Manager; responsibilities may include the indirect supervision of support staff.

Parks Maintenance Lead Worker is the working lead level in park maintenance work in which incumbents plan, schedule, assign, and direct the work of crews engaged in park maintenance work and provide technical assistance as necessary. This class is distinguished from Parks and Landscape Manager, which is responsible for citywide day-to-day parks maintenance activities.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and 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 a disability to perform the essential duties, skills, and demands.

Duties:

Plan, schedule, assign, direct, and review the work of crews engaged in park maintenance work.

Personally perform skilled landscaping and park facilities maintenance duties.

Instruct and provide for the training of Park Maintenance Workers in work methods, use of tools and equipment, and relevant safety precautions.

Review work orders and inspect locations where work is to be performed, note special equipment needs and difficulties which may be encountered.

Estimate time, cost, labor, and materials needed for job, personnel, and order necessary equipment and materials; discuss job details with subordinates.

Review work in progress and work completed.

Ensure work conformity with work orders and specifications.

Ensure safe work practices and procedures are followed.

Conduct safety meetings.

Make recommendations for work by contract when appropriate.

Inspect contract work for conformity with specifications.

Respond to questions and complaints from the public and ensure satisfactory resolution.

Requisition of materials, supplies, and equipment for maintenance and repair work and ensure adequate supply inventories.

Keep a variety of reports and records and make periodic and special reports of work performed.

Recommend and implement improved work methods and procedures.

Arrange for and coordinate work with other City organizational units.

Provide for emergency work as required.

Act as the Parks and Landscape Manager on a relief basis.

Operate a motor vehicle to transport materials and perform job duties.

Perform related duties as assigned.

Skills/Abilities:

Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Write routine reports and correspondence.

Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, compute rate, ratio, and percent and to draw and interpret bar graphs.

Comprehend and carry out instructions furnished in written, oral, or diagram form.

Deal with problems involving several concrete variables in standardized situations.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl; and smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must be able to perform heavy physical labor, including having sufficient strength to lift and carry tools and materials weighing up to 90 pounds. While performing the duties of this job the employee is occasionally exposed to outside weather conditions, wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and

vibration. The noise level in the work environment may be moderate to loud depending on working conditions.

Qualifications

Knowledge of:

Theories, principles, methods, materials, and equipment used in landscape cultivation and park maintenance.

Basic supervisory principles and practices, including employee training.

Safety practices and procedures relating to the work.

Recordkeeping methods related to the work.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

Equivalent to graduation from high school.

Experience:

Four years experience in landscape and park maintenance, and/or course work in horticulture, or landscape maintenance and construction. Prior experience or course work in supervisory skills or demonstrated lead responsibility.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Possession of a Qualified Applicators Certificate or License.

Arborist Certification from the International Society of Arboriculture (ISA) is desirable.

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