

***Parks Lead Maintenance Worker***

***DEFINITION***

Under general supervision of the Parks and Recreation Director, performs a variety of duties in maintaining and repairing park & recreation facilities, city buildings, city grounds, swimming pools and other work as required, providing direction to and performing oversight of the Park Maintenance Workers.

***DISTINGUISHING CHARACTERISTICS***

Under varying levels of supervision, performs maintenance and repair of City facilities, roads, parks, grounds, plantings, streets, trees, recreation areas and performs other related work as required. Positions in this class are distinguished from the Maintenance Worker series by having primary responsibility for the care and maintenance of the City's parks and recreation facilities, and providing direction to and perform oversight of the Park Maintenance Workers.

***EXAMPLES OF DUTIES*** *This classification specification is intended to present a descriptive list of the range of duties performed by employees in a classification. Class specifications are not intended to reflect all duties performed within the job. Depending on department and/or area of assignment, duties may include, but are not limited to, the following:*

***Essential Duties:***

- May be assigned to varying work schedules and weekend work.
- Prioritize work assignments and designate tasks to other members of the crew.
- Provides input on the performance appraisals of other Park Maintenance Workers.
- Loads and unloads trucks of refuse, trimmings, soil, sand, rock, etc.
- Performs basic maintenance work in keeping equipment, tools and other supplies in proper condition.
- Replaces broken and worn parts, paints and performs other maintenance and repair work on buildings, Public Works, Parks and Recreation equipment.
- Train other crew members to correctly perform all duties within their position description.
- Participates in removing, topping, pruning and trimming trees and uses hand and power saws and other equipment to cut up branches and remove tree trimmings and stumps.

- May be assigned to perform routine maintenance on equipment.
- Performs and assists in the maintenance of city facility and equipment.
- Maintains/repairs storm ponds.
- Assists with flushing of water distribution system and cleaning of sewer pipelines with the sewer truck.
- Assist with meters and backflow preventers.
- May conduct underground service alert (USA) inspections.
- Performs a variety of shop work incidental to assigned maintenance activity.
- Builds forms, mixes and pours new concrete for foundations and other similar projects as needed.
- Learn confined space awareness & entry methods and enter or assist in entry for various maintenance projects in confined spaces.
- Operates all hand tools required for the work including shovels, rakes, picks, hoes, wrenches, drills and saws.
- Required to be on standby on a rotating basis to ensure continuity of operations during evening, nights, weekends and holidays. Must be able to respond within 45 minutes.
- Establish and maintain cooperation and working relations with those contacted in the course of work.
- Promote customer service focus in public relations.
- May provide on-the-job orientation and training to all levels of parks maintenance workers, and seasonal or part-time employees assigned to assist in completion of assigned functions, tasks and duties.
- Operate, use and maintain heavy equipment such as a, backhoe, tractor, Combination Sewer Truck, aerial lift and dump truck at a more complicated and skilled level.
- Understand safety and hazards associated with water, sewer, park and street maintenance.
- Works at a higher level of efficiency and quality than at maintenance worker Level III.

- Have knowledge of applicable standards, codes and regulations.
- Inspects and adjusts equipment before start of work.
- May provide lead direction and coordinate the work of others.
- Collects field data for use by supervisors.
- Prepares department memos and reports as needed.
- Evaluate problems and recommend solutions.
- Maintains inventory of all equipment including tools, traffic control equipment, spare parts, signs, water meter tracking, vehicle maintenance needs and other related items.
- May be required to operate and maintain any or all of the following power equipment: front loader, backhoe, tractors with or without attachments, jackhammer, compressor, fork lift, mower, weed eater (line trimmer), auger, high-pressure washer, steam cleaner, portable pumps, generators or sand blasting machine.
- Participate with the budgeting process.

### ***MINIMUM QUALIFICATIONS***

#### ***Knowledge of:***

- Principles of Leadership.
- Safe use, purpose and maintenance of hand and power tools and power equipment used in the execution of assigned duties.
- Hand and power tool operations.
- Personal computers; applications of word processing, Excel, and other related computer programs.
  - Landscape maintenance materials and horticulture, terminology and practices.
  - Swimming Pool materials, maintenance, terminology, and practices.
- General knowledge regarding the use, purpose, care and the hazards associated with certain chemicals used in the water field.
- General construction and maintenance materials, methods and terminology.
- Basic carpentry, plumbing, heating, electrical and mechanical systems.

Ability to:

- Maintain mechanical, plumbing and electrical systems.
- Safely drive and operate vehicles and equipment.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Make basic arithmetical calculations quickly and accurately.
- Understand and follow oral and written instructions, work independently in the absence of supervision.
- Communicate effectively, both orally and in writing.
- Analyze problems and generate alternatives.
- Demonstrate a high level of integrity.
- Meet the physical, mental and environmental demands of the job.
- Exercise sound independent judgment as appropriate.
- Accept the input of supervisors and co-workers as well as provide input and be a genuine team player.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Work at moderate heights of at least 50 feet.
- Safely drive and operate vehicles and equipment.
- Perform heavy physical labor including lifting and moving objects weighing up to 50 lbs, and up to 75 lbs. with assistance.
- Operate under deadlines.
- Learn and perform horticultural gardening and landscaping skills and tasks at a level required by the City.

### ***WORK HOURS***

Hours vary depending upon seasonal needs. Evening work may be required.  
Customary workdays: Typically, Monday - Friday, weekend work required occasionally.

### ***EDUCATION AND EXPERIENCE***

Any relevant combination of education and experience that would demonstrate the knowledge and skill outlined below is qualifying. A typical way of gaining the skills is:

Education: Possession of an associate degree from an accredited college or university or equivalent in Horticulture, Parks Management or related field. At least (9) units of management/supervisory coursework preferred.

Experience: At least five (5) years of recent, increasingly responsible, full-time experience in landscape and park maintenance operations and park construction including renovation of park grounds and playgrounds.

OR

Education: Successful completion of the 12th grade supplemented with coursework in management/supervisory skills.

Experience: At least five (5) years of recent, increasingly responsible, full-time experience in landscape and park maintenance operations and park construction including renovation of park grounds and playgrounds.

### ***LICENSES AND CERTIFICATES***

Possession of a valid California Class C driver's license is required. Applicant must obtain a Class B driver's license within six (6) months of employment. Possession of a valid California Pesticide Applicator's Certificate within 6 months of appointment. Possession of a Playground Safety Inspector's Certificate within one (1) year of appointment. Possession of a Swimming Pool and Spa Operator's Certificate within six (6) months of appointment

### ***PHYSICAL DEMANDS AND WORKING CONDITIONS***

Working conditions in the office are clean, well-lit and free from extremes of temperature and humidity. Working conditions in the field are subject to variations in temperature, and may include wind and rain, and other elements. Requires ability to work safely out-of-doors in all weather, lift and carry equipment alone frequently weighing up to 50 lbs., and up to 75 lbs. with assistance, stand and walk for extended period, climb, bend and stoop, grasp and hold objects or tools with full range of motion in wrists and arms, work on slippery and uneven surfaces, and hearing capacity sufficient to understand conversations. Climb stairs while carrying up to 50 pounds. Also includes exposure to chemicals, biohazards, electrical shock, drowning, heights, confined spaces, weather exposure, trip/fall hazards, power tools and wild animals. Reasonable accommodations will be made for some physical demands for otherwise qualified individuals who require and request such accommodations.