

NOVEMBER 1998

JOB DESCRIPTION

MAINTENANCE CREW LEADER
(PARKS/GOVERNMENT BUILDINGS)

RELATIONSHIP

REPORTS TO:	Parks Superintendent
DIRECT SUBORDINATE STAFF FOR COORDINATION OF WORK:	Senior Maintenance Workers, Maintenance Workers, Maintenance Trainees (Part-time) Community Volunteers
OTHER INTERNAL CONTACTS:	Employees in Department, Employees in Other Departments
EXTERNAL CONTACTS:	Members of the General Public, Vendors

SUMMARY STATEMENT

Under moderate supervision, directs and participates in the work of staff assigned to the installation and repair of park components and maintenance of parks. Provides highly responsible staff assistance to the Parks Superintendent.

TYPICAL DUTIES/TASKS/RESPONSIBILITIES

Assist with the maintenance of all City parks, building facilities, landscape areas and the Urban Forestry Program

Plan, prioritize, direct and review the work of staff responsible for providing construction, maintenance and repair of municipal parks and recreation facilities and other properties as assigned

Coordinate and provide an effective volunteer and community service program

Participate, initiates and documents safety training, park and playground inspections, equipment inventory and development of maintenance standards

Enhance preparations for community festivals/events and promotional activities

Provide for maintenance of equipment

Provide safety training to crew on the use of safety items and work requirements

TYPICAL DUTIES/TASKS/RESPONSIBILITIES (cont'd)

Complete work orders and write requisitions

Provide training to crew on techniques to carry out different work assignments

Coordinate the work of crew to install and repair irrigation and drainage systems in turf and landscape areas

Participate in selection process of candidates for position on crew

Coordinate the work of crew to install and maintain turf and landscape plants and materials

Coordinate the work of crew to install, repair, remove and replace playground equipment, park equipment and playground surface material.

Operate equipment, including tractor with its implements, riding mower, turf sweeper, athletic field prep equipment and dump truck

Coordinate with other divisions' projects

Perform related duties and responsibilities as required

TYPICAL KNOWLEDGES/SKILLS/ABILITIES

Knowledge of materials, methods, practices and equipment used in municipal park grounds and facilities construction, maintenance and repair activities

Knowledge of standard operations, services and activities of municipal park grounds and facilities construction, maintenance and repair

Knowledge of and skill to install and repair irrigation and drainage systems using appropriate materials and equipment in accordance with specifications and plans

Knowledge of and skill to install and maintain turf and landscape plants and materials by properly preparing soil and using proper planting techniques in accordance with specifications and plans

Knowledge of and skill to install, repair, remove, replace and inspect playground equipment, park equipment and playground surface material in accordance with specifications, plans and current laws, regulations and guidelines

Knowledge of occupational hazards and standard safety precautions necessary in the work

Knowledge of pertinent Federal, State and local laws, codes and regulations

Knowledge of and skill to teach safety standards and techniques

TYPICAL KNOWLEDGES/SKILLS/ABILITIES (cont'd)

Knowledge of and skill to teach work procedures

Ability to organize, direct and implement maintenance schedules

Ability to communicate clearly and concisely, both orally and in writing

Ability to read, understand and interpret written instructions and blueprints

Ability to coordinate the work of the crew which includes planning and scheduling work, assigning work, monitoring work and giving instructions

Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals

Ability to maintain effective working relationships with those contacted in the course of work including a variety of City staff, community groups and the general public

Ability to obtain a valid Class "B" California Driver's License within the initial six-month probationary period

OTHER REQUIREMENTS

Willing to work nights, weekends, on-call, overtime

Willing to wear safety gear as required

Willing to work with fertilizers, soil amendments and other agro products

Willing to belong to a union

PHYSICAL REQUIREMENTS

Seeing, hearing, speaking, stooping, moving over rough/uneven surfaces, using hands and fingers, lifting or carrying without help up to seventy five pounds, lifting or carrying with help up to one hundred pounds, performing physical labor up to eight hours a day, working outside when it is cold, hot, dusty, rainy, and has pollen in the air, working in cramped spaces, climbing 20' ladders

MACHINES/TOOLS/EQUIPMENT

Hand and power saws, asphalt lute rake, concrete finishing tools, jack hammer, pumps, air compressor, compactor, cement mixer, hand and power tools used for plumbing, electronic detection devices, dump truck, front end loader, rototiller, lawn mower, auger, edger, weed eater, power washer, chain saws, tractor with its implements, riding mower, turf sweeper, athletic field preparation equipment, irrigation and HVAC controllers

LICENSES AND CERTIFICATES

Must have a valid Class III California Driver's License

Possession of, or must obtain within the initial probationary period, a valid Class B California Driver's License

Possession of, or must obtain within one year of hire, the National Playground Safety Institute Inspector Certification