



CITY OF CALEXICO

CLASS TITLE: PARKS MAINTENANCE CREW LEADER

MONTHLY: \$3,728 - \$4,532

RANGE: G-23

BASIC FUNCTION:

Under the direction of the Supervisor-Maintenance & Operations, lead and participate in a variety of grounds maintenance and gardening duties in the beautification of City parks, lawns, fields and other grounds and landscaped areas; train and provide work direction and guidance to assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Lead and participate in a variety of grounds maintenance and gardening duties in the beautification of City grounds and landscaped areas; implement and oversee grounds maintenance projects and review completed work for accuracy, completeness and compliance with established requirements.

Oversee and participate in mowing, edging, trimming and watering of parks, lawns, fields and other turf grounds; hoe and pull weeds; rake leaves; plant, cultivate, prune, spray and fertilize flowers, trees, grass and shrubs; water various grounds areas by hand or by operating the irrigation system.

Train and provide work direction and guidance to assigned personnel; assign employee duties and review work for accuracy, completeness and compliance with established standards and procedures; provide input concerning employee evaluations as requested.

Pick up paper and other debris from grounds, walkways and areas adjacent City facilities, highways and parkways; edge walkways; sweep walkways, driveways, parking lots and concrete surfaces adjacent to buildings; empty waste receptacles.

Operate a variety of equipment such as trucks, mowers, edgers, backhoes, tractors, loaders, lifts and various hand and power tools; inspect equipment to assure proper operation; clean and perform minor maintenance and repairs on equipment as needed; drive a vehicle to conduct work.

Lead and participate in the cleaning and disinfecting of drinking fountains and restroom facilities including sinks, toilets and urinals as assigned; perform minor plumbing duties; inspect and repair leaks, obstructions and general system failures.

Inspect, maintain and repair irrigation systems as assigned; clean, adjust, repair and replace sprinkler heads; adjust irrigation system settings as appropriate; install, repair or replace pipes and various system parts and components as necessary; dig holes and trenches as needed.

Assist in the development and implementation of grounds maintenance, landscaping and other assigned projects; estimate labor, material and equipment requirements for projects; order appropriate materials as needed; assist in coordinating response to work orders and requests.

Communicate with City personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Identify, resolve and report safety issues and hazards to appropriate personnel; respond to emergency grounds maintenance needs as requested.

Apply pest control methods to eradicate weeds and other pests according to established procedures.

Oversee and participate in the installation and maintenance of chain link fences; inspect and repair playground equipment as necessary.

Maintain routine records related to assigned activities; process and respond to facility use request forms.

Schedule and arrange for vehicle and equipment maintenance and repairs as needed.

Provide assistance in support of other maintenance areas as requested.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Grounds maintenance procedures including mowing, edging, raking and weeding.

Methods, equipment and materials used in gardening and groundskeeping work.

Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs.

Operation and maintenance of a variety of equipment used in grounds maintenance such as trucks, mowers, edgers, backhoes, tractors, loaders, lifts and various hand and power tools.

Methods and materials used in controlling weeds and other pests.

Principles of training and providing work direction.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

Health and safety regulations.

Proper lifting techniques.

ABILITY TO:

October 2006

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Lead and participate in a variety of grounds maintenance and gardening duties in the beautification of City parks, lawns, fields and other grounds and landscaped areas.

Oversee and participate in the mowing, edging, watering, weeding, fertilization, raking and cultivation of lawns, flower beds, athletic fields and other landscaped areas.

Train and provide work direction and guidance to assigned personnel.

Operate a variety of equipment such as trucks, mowers, edgers, backhoes, tractors, loaders, lifts and various hand and power tools.

Apply and explain various laws, codes, regulations, policies and procedures.

Inspect, maintain and repair irrigation systems.

Observe health and safety regulations and procedures.

Apply specialized chemicals to control and eradicate weeds and other pests.

Meet schedules and time lines.

Work independently with little direction.

Maintain routine records related to work performed.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years increasingly responsible grounds maintenance experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor work environment.

Seasonal heat and cold or adverse weather conditions.

Exposure to fumes, dust, odors, oil, grease and gases.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate grounds maintenance equipment.

Walking or standing for extended periods of time.

Seeing to perform gardening and grounds work.

Lifting, carrying, pushing or pulling heavy objects as assigned by position.

Sitting to operate tractors, mowers and other machines.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Heavy physical labor.

Climbing ladders.

HAZARDS:

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Working around and with machinery having moving parts.
Exposure to chemicals and fumes.
Working from heights.