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| Position: Parks Maintenance Team Leader | AFSCME Union |
| Department/Site: Community Services - Parks/Cemetery | FLSA: Non-exempt |
| Evaluated by: Parks Maintenance Manager | Salary Grade: 33 |

Summary

The Parks Maintenance Team Leader will Lead and perform a variety of skilled work in the coordination, preparation, repair, and maintenance of park grounds and sport/activity fields; installation, maintenance, and repair of sprinkler irrigation systems; maintenance of buildings; and the construction of special landscaping or public use areas. Serves as the team leader on park preparation and maintenance projects.

Distinguishing Career Features

The Parks Maintenance Team Leader is the senior and master level in a career path for park and cemetery ground keeping. Advancement to Team Leader requires competency in multiple areas of specialization requiring advanced training, education, and experience. Advancement to Team Leader requires a demonstrated ability to perform the most complex diagnostics and labor, prioritize assignments, train Specialists, and perform peer level quality review of completed work.

Essential Duties and Responsibilities

- Schedule, organize and guide work projects, including estimating time and materials, equipment and supplies, and making field crew assignments.
- Develop training programs and train crew members.
- Serve as a lead on landscape and horticultural matters. May plan, draw, select plantings, and prepare land changes that conform to desired landscaping goals.
- Act as point of contact in the field, respond to customer questions and follow up.
- Gather information, materials, equipment and personnel needs in preparation of reports and budget.
- Design and install new landscaping by cultivating and renovating areas and installing or replacing turf, trees, ornamental plants, shrubs, ground covers, annuals, and bulbs. Stakes, prunes, thins, and transplants turf, trees, ornamental plants, shrubs, ground covers, annuals, and bulbs.
- Maintain park buildings and structures. Repair, modify, paint, and replace fixtures, plumbing, electrical and structural components. Prepare, repair, or install fencing, paving materials for pathways, retaining walls, borders, posts, slabs, drains, and culverts.
- Set up and maintain sports/activity fields/areas and playground equipment. Maintain play areas and equipment, surfaces, and outdoor seating areas in a safe and usable condition. Mow, groom, contour, and may paint and line public use play fields. Remove trash from

receptacles, seating and grounds. Repair seating, railing, fountains, bike racks and other fixtures.

- Perform full range of duties in lower level Parks Maintenance series positions.
- Coordinate with other Community Services department staff and external groups for event support and logistics (e.g., funerals), such as preparation of sites and access ways.
- Maintain current Material Safety Data Sheets (MSDS) for potentially hazardous materials. Maintain logs and files pesticide use reports.
- Perform other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

The position requires advanced knowledge of turf management and maintenance practices, horticulture and methods of planting and caring for plants, sprinkler and irrigation system design, installation, operation, and maintenance. Requires knowledge of the operating and mechanical characteristics of a full range of grounds maintenance equipment sufficient to skillfully operate and perform routine maintenance. Requires knowledge of and skill at reading landscape blueprints and specifications. Requires knowledge of and skill at proper and safe application of fertilizers, herbicides, and pesticides. Plant diseases and pests and their biological and chemical controls. record keeping techniques. Requires basic knowledge of metal fabrication and welding techniques. Requires knowledge of safe lifting techniques; techniques for safe handling, storage, and disposal of hazardous materials. Requires sufficient math skill to calculate distances, proportions, and sums. Requires sufficient human relation skills to work cooperatively as part of a team to serve internal and external customers.

▪ Abilities

Requires the ability to independently perform, lead and train others in the full spectrum of Parks Maintenance activities. Must be able to design, install, operate, maintain, and repair sprinkler and irrigation systems. Must be able to operate large vehicle, excavating and other mechanical equipment safely. Requires the ability to use and operate hand tools, mechanical equipment and power tools and equipment required for the work in a safe and efficient manner. Requires the ability to maintain accurate records. Requires the ability to perform minor repair and servicing of pumps and motors used in irrigation systems and motorized equipment. Requires the ability to skillfully and safely operate grounds maintenance power equipment and hand tools. Requires the ability to lead projects and oversee the work of others. Requires the skills and abilities to interact with the public and provide impeccable customer service. Requires the ability to use a computer to communicate by email, organize information and data and put together reports. Requires the ability to work varying schedules in support of projects and events. Must be able to complete required training that authorizes assigned work within a reasonable time frame. Direct and coordinate the activities of a project or crew.

▪ Physical Abilities

Requires the ability to stand for extended periods of time, walk up to 400 yards, and manipulate (lift, carry, move) light to heavy weights of up to 75 pounds on a regular basis. Requires the ability to push, pull, and guide materials over 75 pounds. Requires the ability to climb (e.g. ladders), stoop, kneel, and crouch on a regular basis. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate demanding grounds equipment and read instructions and safety information. Requires auditory ability to hear machinery sounds and alarms. Requires near and far visual acuity to

read printed materials and observe stationary and moving objects. Requires speaking ability to carry on ordinary conversations. Requires the ability to work in extreme temperature conditions.

▪ **Education and Experience**

The position typically requires a High School diploma or equivalent and 6 years of increasingly responsible grounds keeping experience. Experience must include performing in areas such as operation of excavating equipment and repair and upkeep of parks structures, cemetery, and applying special knowledge of landscaping and horticultural techniques. Post high school training in landscaping or related area may substitute for some experience.

▪ **Licenses and Certificates**

Requires valid Class A Commercial Driver's License. Requires an herbicide applicator's certificate.

▪ **Working Conditions**

Work is performed indoors and outdoors where significant health and safety considerations exist from physical labor and working with machinery.