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## **PARK MAINTENANCE LEADWORKER**

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### **DEFINITION**

Under general supervision, performs a variety of skilled tasks in landscape and facilities maintenance, cleaning and repair using a variety of hand tools and operating a variety of equipment.

### **SUPERVISION EXERCISED**

Trains and provides functional supervision of subordinate personnel

### **EXAMPLES OF DUTIES**

*Duties may include but are not limited to:*

Design, repair and maintain irrigation systems including irrigation valves, sprinklers and electrical lines; may review irrigation plans submitted by contractors and architects..

Maintain turf, plants and trees by aerating, seeding, mulching, fertilizing, applying chemicals, trimming and de-thatching.

Maintain and prepare sports fields for use, including maintenance of playground equipment and structures.

Clean and maintain facilities, recreational equipment and buildings; may assist in setting up tables and chairs for activities and events.

Install, inspect, adjust and maintain playground equipment.

Make minor repairs to equipment and perform routine maintenance on equipment.

Perform minor plumbing, carpentry and electrical repairs of city buildings and facilities; prepare interior and exterior surfaces for painting.

Train and supervise subordinates in safe operation of equipment and machinery used in maintenance of parks and facilities.

Plan, Schedule, assign and inspect work of subordinates.

Prepare cost/time estimates, reports and records.

Order parts, supplies, machinery and equipment.

Serve as field crew supervisor.

Assist with storm clean up, traffic control and emergency situations.  
Perform related duties as assigned.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of:

Methods, techniques and equipment used in park, landscape and facilities maintenance and repair.

Irrigation maintenance and repair.

Standard safety practices required in park, landscape and facilities maintenance and repair.

Supplies and equipment used in cleaning and maintaining buildings and facilities.

Record keeping and reporting.

### **ABILITY AND SKILL TO:**

Operate a variety of tools, equipment including power mowers, blowers, sweepers, edgers, hedge trimmers, clippers, chain saws, chippers and sprayers.

Operate office equipment including computers, copying machines and phone systems.

Respond to questions from the public and staff.

Plan and organize work to meet schedules and timelines.

Train, supervise and evaluate subordinate personnel.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

### **QUALIFICATIONS**

*Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:*



High School graduation and five (5) years park and/or facilities maintenance experience.

**LICENSE OR CERTIFICATE**

Must possess or have the ability to obtain an appropriate CA DL and a satisfactory driving record; American Red Cross certifications in C.P.R./ First Aid and Automated External Defibrillator (AED) Essentials. Possession of a CalSense Certificate.

**ESSENTIAL JOB FUNCTIONS/A.D.A.**

Ability to operate computer, calculator, telephone, portable radio, copying machine and light equipment used in maintenance operations

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations and sort/file documents

Ability to sit, stand and walk for two hours at a time

Ability to lift up to 90 pounds

Ability to get from one location to another in the course of doing business

Ability to work outdoors in all weather conditions including hot with sun exposure, cold and wet

