



DATE	February 2014
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Maintenance Crew Leader I
 DEPARTMENT/DIVISION: Parks & Recreation/Public Works
 REPORTS TO: Varies

SUMMARY: Parks & Recreation: Responsible for serving as a lead and coordinating the work of grounds maintenance crews. Duties include: scheduling groundwork, crews, equipment, and maintenance projects; operating small engine and heavy equipment; completing work orders; renting equipment; and, purchasing supplies. Trains and monitors employee work and provides input into annual employee performance evaluations. Work is performed with limited supervision. Public Works: Responsible for serving as a lead and coordinating the work of the asphalt pothole maintenance crew. Duties include: inspecting major thoroughfares monthly for repair needs, scheduling work, equipment and materials, operation of the pothole truck, completing work orders, and purchasing supplies. Trains and monitors employee work, coaches and documents employee performance, and provides input into employee performance evaluations. Responsible for pulling on-call duty in rotation and responding to emergency conditions, including storm damage and snow and ice control. Work is performed with limited supervision.

ESSENTIAL JOB FUNCTIONS:

- Serves as a lead to lower level grounds maintenance crews or pothole maintenance crew, which includes: assigning and monitoring work; providing direction; organizing daily activities; evaluating the quality of work performed; and/or, performing other related activities.
- Performs a variety of landscape maintenance activities, which includes: mowing, trimming, edging, raking, fertilizing, aerating, and watering lawns, grounds, and other areas; planting, weeding, mulching, and spraying plant bed areas; planting, pruning, trimming, and removing trees; and/or, performing other related activities.
- Performs a variety of infrastructure maintenance activities, which include: temporary and/or permanent repair of asphalt and concrete streets, alleys and sidewalks.
- Picks up and removes trash from medians, parks, greenbelts, creeks, drainage areas, ponds, right-of-ways, and/or other open spaces.
- Inspects assigned areas, corrects and/or reports safety hazards.
- Inspection of major thoroughfares monthly for determination of work priority and scheduling work related to pothole repair needs.
- Maintains and operates a variety of hand and power tools and equipment including hand and power mowers, small tractors, generators, weed cutters and chippers, spreaders, edgers, blowers, hedge trimmers, chain saws, rakes, shovels, hoes, brooms, jackhammer, vibratory plate tamper, asphalt roller, sand spreader, and other tools. Drives a variety of trucks and other vehicles.

- Monitors and maintains appropriate inventory levels in assigned area of responsibility to ensure efficient division operations.
- Coordinates and monitors the work of external contractors and vendors.
- Observes safe work methods and uses safety equipment. Secures work sites from hazards as needed.
- Performs other duties as assigned.

POSITION SPECIFIC JOB FUNCTIONS:

Parks & Recreation

Athletics

- Serves as a lead and participates in performing a wide variety of activities in support of the preparation and maintenance of athletic fields, which includes: participating in the renovation and construction of athletic fields; painting lines on a variety of athletic fields; chalking and cleaning base pins; installing bases; performing infield irrigation repairs on baseball and softball fields; installing tents and temporary fencing for special events; repairing fences, base pins, bleachers, soccer goals, foul poles, and related items; shoveling and raking sand; and/or, performing other related activities.

Grounds Maintenance

- Serves as a lead and participates in performing a wide variety of activities in support of grounds maintenance, which includes: coordinating work order completion; removing graffiti; designing and installing landscape areas; installing irrigation lines; cleaning and sanitizing restrooms; power washing pavilions, walls, sidewalks, and restrooms; and/or, performing other related activities.

Playground Construction

- Serves as a lead and participates in performing a wide variety of activities in support of playground areas, which includes: inspecting and installing park fixtures and playground equipment; inspecting and repairing playground equipment and surface materials; performing facility inspections; and/or, performing a variety of other related activities.

Public Works

Streets

- Serves as a lead and participates in performing a wide variety of activities in support of infrastructure maintenance, which includes: inspecting major thoroughfares, repair of streets, alleys and sidewalks, litter control, right-of-way clearing from storms, snow and ice control, and/or, performing a variety of other related activities.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Lead responsibility over maintenance crew(s).

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of methods and techniques of planting, transplanting, cultivating, pruning and maintaining a variety of lawns, ground cover, plants, shrubs, hedges and trees.
- Knowledge of methods and techniques of asphalt repair and maintenance of streets, alleys and sidewalks.
- Knowledge of basic arithmetic, including proportions and volume.
- Knowledge of principles and practices of basic landscape maintenance, including pruning and plant care.
- Knowledge of the operation and minor maintenance of various vehicles and equipment used in grounds maintenance work or pothole maintenance and snow and ice control.
- Knowledge of practices and procedures of maintenance work and activities in assigned specialty area;
- Knowledge of inventory management principles and practices;
- Knowledge of procedures and requirements of the Texas MUTCD regarding work zone traffic control.
- Skilled in prioritizing and assigning work to lower level staff;
- Skilled in utilizing landscaping tools and equipment;
- Skilled in writing, reading and comprehending instructions in English;
- Skilled in performing varied vegetation control and landscape maintenance work in a safe, efficient manner;
- Skilled in maintaining appropriate levels of inventory;
- Skilled in monitoring the work of external contractors and vendors;
- Skilled in performing manual labor;
- Skilled in operating, maintaining, and repairing a variety of hand and power tools;
- Skilled in performing a variety of grounds maintenance and vegetation control activities;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D.
- Two years related grounds maintenance or asphalt maintenance experience.
- Requires a valid State of Texas Class A Driver's License.
- Must obtain a valid State of Texas Class A-CDL with tanker endorsements within three months of employment (Public Works Only)
- Depending on area of assignment, must obtain a backflow certification within 3 months or CPSI (Certified Playground Safety Inspection) Certification within 1 year of employment

PREFERENCES:

- None.

WORKING CONDITIONS:

- Frequent climbing, balancing, reaching, sitting, standing, walking, stooping, kneeling, crouching, talking, seeing, hearing, smelling, and manual dexterity.
- Occasional lifting and carrying of over 100 pounds.
- Work is typically performed in an outdoor environment, with potential exposure to adverse weather conditions.
- Work is occasionally performed in close quarters, high and precarious places, and near moving mechanical parts.
- Potential exposure to risk of electrical shock, propane gas, traffic, vibration, fumes, and airborne particles.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.