

CLASS SPECIFICATION
Lead Parks Maintenance Worker

GENERAL PURPOSE

Under general supervision, provides lead work direction and performs semi-skilled work in the care and maintenance of City parks, the City's recreational trails system and related systems and facilities; installs, repairs and maintains irrigation lines and sprinklers for landscaped areas; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Lead Parks Maintenance Worker is the lead level class in the parks maintenance class series. Incumbents are accountable for overseeing assigned personnel, directing day-to-day parks maintenance crew activities and performing a full range of semi-skilled parks maintenance duties. Duties and responsibilities are carried out with independence within the framework of established policies and standard operating procedures.

Lead Parks Maintenance Worker is further distinguished from Parks Maintenance Worker in that incumbents in the former class are given assignments requiring a higher level of skill and provide lead work direction, training and assistance to Parks Maintenance Workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Supervises, assigns, coordinates, inspects and participates in the work of crews engaged in the maintenance, repair and upkeep of City parks and related facilities; provides on-the-job training in the proper and safe performance of the parks maintenance and minor construction work and the use of tools and equipment; inspects and evaluates the work of an assigned crew.
2. Trims, edges, fertilizes, aerates and waters lawn areas; prepares soil for planting and plants seedlings, shrubs and trees; weeds, prunes, mulches, feeds, fertilizes, irrigates plants, shrubs and small trees; applies herbicides and pesticides to trees, shrubs, plants, lawns and landscaped areas; grades trails; removes diseased, standing or fallen trees.
3. Cleans and maintains landscaped areas, paved areas, paths, walks and restrooms; picks up litter, garbage and organic debris; restocks supplies and refills dispensers in restrooms; empties waste receptacles; removes graffiti from and paints parks structures and facilities; performs hazardous materials and other cleanups, if required.

4. Performs a variety of routine to semi-skilled duties in construction, maintenance and repair of the City's parks facilities; inspects and repairs playground equipment; installs and repairs plumbing fixtures, including water faucets; corrects or reports hazardous conditions.
5. Performs a variety of semi-skilled work in the installation, repair and maintenance of irrigation systems for landscaped areas; inspects and services irrigation systems to ensure safe and proper operation; performs semi-skilled plumbing and electrical maintenance and repairs; programs and runs irrigations controllers.
6. Operates a variety of hand and power tools, such as hand mowers, edgers, blowers, hedge trimmers, weed eaters, chain saws, rakes, shovels, hoes, brooms and other maintenance tools in the maintenance of lawns and athletic fields; drives pickup trucks, water trucks and other motorized vehicles and equipment; makes minor adjustments and repairs to grounds equipment; reports the need for major repairs and maintenance.
7. Prepares basic records including daily worksheets and maintenance requests.

OTHER DUTIES

1. Responds to questions or complaints from the public.
2. Trains and instructs others in landscaping activities and safety practices.
3. Prepares parks for special events.
4. Performs a variety of maintenance tasks during inclement weather.
5. Sets up and operates a mobile stage for special events.

QUALIFICATIONS

Knowledge of:

1. Methods and techniques of planting, transplanting, cultivating, pruning and maintaining a variety of lawns, ground cover, plants, shrubs, hedges and trees.
2. Soil preparation and enrichment.
3. Methods and equipment used in weed and insect control and treating plant diseases.
4. Installation, maintenance, and repair of irrigation systems.
5. Use and maintenance of commonly used hand and power landscaping tools and equipment.
6. Safe work methods and safety regulations pertaining to the work.

Ability to:

1. Plan, organize, supervise, assign, inspect and evaluate the work of others.
2. Analyze parks maintenance problems, evaluate alternatives and recommend or adopt effective courses of action.

3. Use landscaping tools and equipment.
4. Recognize common plants, plant diseases and insect pests.
5. Follow oral and written instructions.
6. Perform heavy physical labor.
7. Use appropriate safe-work practices and equipment.
8. Keep basic written records of work performed.
9. Exercise independent judgment and initiative within established guidelines.
10. Establish and maintain effective working relationships with City management, staff, the public and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and three years of journey-level experience in parks or landscape maintenance work; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance Policy. A valid California Class A driver's license may be required.

Current, valid certification as a Pest Control Applicator by the State of California is desirable, but not required.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee frequently is required to stand and talk or hear; walk; sit; climb or balance; stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 50 pounds, and occasionally up to 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with City management, staff, the public and others encountered in the course of work, some of whom may be dissatisfied or quarrelsome.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee regularly works in outside weather conditions and/or near moving mechanical parts. The employee is frequently exposed to wet or humid conditions. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level is frequently loud.