



Parks Maintenance Lead Worker

Department:	Parks, Recreation & Human Services	Pay Grade:	N
Bargaining Unit:	Teamsters	FLSA Status:	Non-Exempt
Revised Date:	June 2013	Reports To:	Parks Maintenance Manager

POSITION PURPOSE: Under general direction, plans, organizes and oversees all phases of parks maintenance functions including design, installation, and repair of infrastructure and parks facilities (including municipal pool); schedules and assigns staff; performs necessary maintenance in parks to provide safe and enjoyable park experiences for visitors; maintains necessary records and logs; acts as Cemetery Sexton and Parks Maintenance Manager during absences.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Coordinates and assigns daily work activities; coordinates schedules and tasks and verifies that tasks are achieved.
- Meets regularly with staff to discuss and resolve daily priorities, workload and technical issues and makes effective suggestions and recommendations.
- Inspects work performed to assure quality work products, effective use of resources; coaches and trains staff and verifies that standards are met.
- Plans and coordinates all phases of parks maintenance.
- Performs parks maintenance tasks as needed including pruning, planting, cleaning beds, picking up litter and trash, cleaning restroom facilities, repairing vandalism, fertilizing turf and plants and applying chemical applications using a variety of equipment.
- Designs and installs City landscapes as needed including any carpentry or masonry work.
- Maintains municipal pool and assists with cemetery operations and maintenance.
- Installs and repairs irrigation systems as needed.
- Operates a variety of heavy equipment such as: a backhoe, loader and chipper; performs regular preventative maintenance and needed repairs and maintains related logs and records.
- Sprays landscape areas with herbicides and pesticides as needed.
- Maintains necessary records and logs for all parks maintenance, service and safety activities and functions.
- Responds to citizen requests, questions and complaints or forwards them onto supervisor for appropriate action.
- Serves as the City arborist.
- Provides support to the Department/Division on matters as directed

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- May serve as staff on a variety of committees and prepares and presents staff reports and other necessary correspondence.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields related to area of assignment and incorporates new developments as assigned.
- Ensures processes, policies and practices are interpreted and applied consistently and effectively within assigned responsibilities.

Required Knowledge of:

- Operational characteristics and services related to parks maintenance.
- Basic practices, principles, procedures and regulations of park maintenance and operations activities.
- Maintenance of swimming pools including repair of filtration systems and application and regulation of chemicals.
- Design, installation and repair of irrigation systems and landscaping design and construction.
- Maintenance (including preventative) and repair of parks maintenance equipment.
- Record-keeping techniques and report preparation.
- Health and safety regulations and pesticide application.
- Federal, state, and local laws, rules, and regulations related to assigned work.
- Effective oral and written communication principles and practices.
- Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets and statistical databases.
- English usage, spelling, grammar, and punctuation.
- Basic principles of business letter writing.
- Lead work and training principles, methods and techniques.

Required Skill in:

- Installing and maintaining City landscaping, irrigation systems, municipal pool maintenance and related equipment.
- Operating a variety of tools and equipment utilizing them properly and safely.
- Analyzing situations accurately and adopting an effective course of action.
- Observing and adhering to health and safety regulations.
- Utilizing personal computer software programs and other relevant software affecting assigned work.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Applying project management techniques and principles.
- Preparing and maintaining routine records, logs, and reports.
- Communicating effectively verbally and in writing.
- Leading, training, and delegating tasks and authority.

MINIMUM QUALIFICATIONS:

Education and Experience:

Associates Degree in Horticulture Sciences, Landscape Design, Grounds or Facilities Maintenance, or related field and five years of experience in landscape construction and design, landscape or turf maintenance, or grounds

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maintenance that includes two years of design and installation of irrigation/sprinkler systems; OR an equivalent combination of education, training and experience.

Required Licenses or Certifications:

- Valid State of Washington Driver's License; CDL License Class A or B preferred.
- Washington State Public Pesticide Applicators License.
- Valid Flagging Certification.
- Valid CPR, First Aid, AED, and Bloodborne Pathogen Cards.
- Must be able to successfully complete and pass a background check.
- Mandatory drug test subject to conditional job offer.
- Certified Pool Operator's License preferred.

WORKING CONDITIONS:

Environment:

- Indoor and outdoor work environment.
- Driving a vehicle to conduct work.
- Regular exposure to fumes, dust and odors.
- Noise from equipment operation.

Physical Abilities:

- Hearing, speaking and otherwise communicating to exchange information in person or on the phone.
- Operating a computer keyboard and other office equipment.
- Reading and understanding a variety of materials.
- Sitting, standing, walking or otherwise positioning oneself for extended periods of time.
- Ascending/descending ladders and working from heights.
- Lifting/carrying or otherwise moving or transporting up to 50 lbs.
- Reaching overhead, above shoulders and horizontally.
- Wearing proper personal protective equipment as required by department or City policy.
- Bending, kneeling or crouching, reaching overhead, above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.

Hazards:

- Working around and with sometimes noisy machinery having moving parts.
- Exposure to chemical fumes and pesticides.
- Working at heights.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____