Position Title: Parks Crew Leader  
Department: Parks Department  
Reports to: Public Works Director  
FLSA: Non-Exempt  
Date Approved by Village Board: March 22, 2016  
Version: 1

Position Summary
This position shall work from the beginning of the Park season in April through the end of October and shall lead the Parks labor crew and report directly to the Public Works Director. This position will be in charge of all maintenance and repairs in the Village of Kronenwetter Parks system, and shall work in conjunction with the Public Works crew as directed by the Public Works Director. This person in conjunction with the Public Works Director plans regular maintenance and repairs on parks equipment as well as performs emergency repairs as necessary for the efficient operation of the Kronenwetter Parks system.

Essential Job Functions
1. Performs general labor relating to the activities of the Parks department, which shall include such things as repairs of vehicles, painting, operating lawn maintenance equipment, performing preventative maintenance on Village equipment and properties and upkeep of Village owned properties.
2. Recommends purchasing supplies as necessary to maintain daily operations utilizing the purchase policy of the Village and in conjunction with the Public Works Director.
3. Works with the Public Works Director to develop acceptable levels of inventory, and recommends items that the Public Works Director order for the efficient operations of the Kronenwetter Parks system.
4. As directed by the Public Works director, schedules work for the Parks department, and directs day to day operations of parks work crew, which shall include the following: cleaning of public rest rooms, collection of garbage and debris from parks, mowing and aerating of grass, fertilizing of grounds, spraying of weed killer, watering plants, changing oil in small engine equipment and larger park vehicles, laying out of athletic field painting, assisting with setup of community events, maintaining public athletic equipment, and maintaining park shelter equipment.
5. Assists Public Works director on selection of seasonal employees for the Kronenwetter Park system.
6. Maintains seasonal employee time cards, and submits those cards to the Public Works director on a bi-weekly basis.
7. Maintains correct inventory of rental portable toilets at each park, and works with Public Works Director on ordering of additional inventory as events occur.
8. Operates yard maintenance equipment including riding lawn mowers, and push lawn mowers, weed eaters, and other miscellaneous yard maintenance equipment.
10. Follows Village-wide personnel policy and practices and adheres to responsibilities concerning employee rules and regulations as outlined in the Village’s Employee Handbook.
11. Other duties as assigned from time to time.

Non-Essential Job Functions
1. Attends out of town meetings and conferences that require an overnight stay.

Level of Supervision
This position supervises numerous employees in the maintenance and repair activities of the Kronenwetter parks department.

Knowledge of
1. Inventory Control.
2. Small Engine Repairs and maintenance practices.
4. Park maintenance best practices.
5. Athletic field best practices.
**Ability to**
1. Ability to troubleshoot complex mechanical problems.
2. Ability to schedule work by various employees in order to complete various Kronenwetter Parks system maintenance and equipment repair tasks in a timely and efficient manner.
3. Ability to communicate in an efficient manner with other departments of the Village to maintain open lines of communication.
4. Ability to communicate complex issues in written and verbal format.

**Minimum Qualifications**
1. High School Graduate or equivalent.
2. Valid State of Wisconsin Driver’s license or equivalent.

**Physical Demands**
The physical demands described here are representative of those that an employee must meet to perform successfully the essential functions of this job. The Village may make reasonable accommodations to enable individuals with disabilities to perform the essential functions of the job.

1. Ability to operate Parks equipment, after being trained how to do so with some equipment requiring complex and rapid adjustments.
2. Must be able to read, write, and communicate fluently in English.
3. Ability to exert physical effort in work, typically involving lifting, carrying, pushing and pulling of no more than 50 pounds, although extreme cases can exist which exceed this limit.
4. Ability to work under hazardous conditions where exposure to environmental factors such as temperature variations, rain, snow, noise, and/or dust, may cause discomfort and there is risk of injury.
5. Ability to intermittently twist, crawl, reach and climb to install or repair equipment.
6. Sufficient clarity of speech, hearing, and other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively, including during emergencies, which may involve a high degree of noise.
7. Sufficient vision and other powers of observation, with or without reasonable accommodation, which permits the employee to operate effectively at Parks work sites.
8. Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate equipment used in repair of small engine, and larger engine repairs.
9. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform all duties involved in repair of small engine, and larger engine repairs.
10. Ability to operate lawn maintenance equipment, such as a riding lawn mower, for extended periods of time.

**Work Environment**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The Village will make every effort to make reasonable accommodations to enable individuals with disabilities to perform the essential functions.

1. Work environment includes general office environment, which shall involve general sedentary work, but may also require standing and walking for up to 10% of the time. The office environment is subject to minor variations of hot and cold environments and fragrances such as vehicle exhaust.
2. Work environment shall also include Public Works, Utility and Parks work sites that could involve hazardous conditions caused by uneven surfaces, noise, dust, etc. The field environment is subject to extreme variations of hot and cold environments. Work will also involve handling materials such as gasoline, oil fertilizer, and insect control products. Works sites could require standing and walking for extended periods as well as the possibility of various physical requirements in the pursuit of work required.

**Medical Requirement:**
Applicants may be required to submit to a medical examination prior to appointment, consistent with requirements of the position. The Kronenwetter Village Board will update from time to time specific requirements of the medical examination.