



PARKS MAINTENANCE LEAD WORKER

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under general supervision, leads and participates in the operation of the park maintenance program; performs the full array of duties assigned to parks maintenance classes, including skilled and semi-skilled work in the maintenance and repair of landscaped areas, sports fields and courts and public facilities; leads parks maintenance crews in an assigned area of responsibility; demonstrates a full understanding of all applicable policies, procedures, and work methods associated with assigned duties; assists in the training of assigned personnel; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Parks Maintenance Lead Worker is an advanced journey/lead class in the Parks Department. Incumbents perform a variety of maintenance tasks and perform lead supervisory duties, including assisting in the planning, assigning, and evaluation of the work of subordinates, giving recommendations on discipline and providing training. This classification differs from the next higher classification of Park Supervisor and Assistant Park Supervisor in that these classifications have full supervisory responsibility for the Department Park Maintenance crews .

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Parks Supervisor and Assistant Park Supervisor. Exercises functional, technical, and lead supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Recommends and reports service levels to the Supervisor and or Assistant Park Supervisor; performs field observations to ensure compliance with department policies, practices, and City ordinances; prepares reports for the Supervisor related to division activities.
- Assigns, directs and participates in work required to plant, prune, and trim trees, shrubs, and annuals; maintains equipment, restrooms, play equipment, sports fields, pathways, fences, tables, benches, irrigation systems, and tennis and basketball courts; performs minor plumbing, concrete, and carpentry work required to maintain facilities
- Inspects all City parks for safety issues, turf, irrigation, and tree problems; checks all playground equipment and surfaces on a regular basis; removes and paints over graffiti; responds to work requests from various city Departments.
- Controls weeds mechanically or by use of non-restricted herbicides; maintains and reports records of herbicides, fertilizer, and pesticide usage, or directs such activity.
- Oversees and participates in the operation and maintenance of park maintenance equipment and/or machinery, including trucks, lifts, power tools, and equipment; ensures adherence to safe work methods, procedures, and practices; inspects division equipment and ensures compliance with department practices; responds to maintenance needs and schedules appropriate service and repair.

- Assists in the monitoring of landscape contract services; inspects the work of private contract maintenance services providers.
- Responds to questions, concerns, and emergency calls from the general public; makes recommendations and/or takes appropriate action to resolve issues and problems; responds to inquiries about department policies, rules, regulations and City ordinances; establishes and maintains a customer service orientation within the work unit.
- Demonstrates a full understanding of applicable policies, procedures, and work methods associated with assigned duties; evaluates assigned work activities; estimates time, materials, and equipment necessary for the successful completion of assignments; acquires necessary resources as is appropriate.
- Participates and assists in the investigation of accidents involving subordinate personnel; provides input on performance evaluations to the Park Maintenance Supervisor and or Assistant Park Supervisor; initiates minor disciplinary procedures.
- Assists other Parks crews and Public Works divisions when required.
- May serve as acting Assistant Parks Supervisor as required.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 55 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot, and cold. The incumbent may use cleaning and lubricating chemicals, pesticides, or herbicides, which may expose the employee to fumes, dust, and air contaminants. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions, and often work with constant interruptions.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Parks Maintenance Lead Worker. A typical way of obtaining the required qualifications is to possess the equivalent of three years of responsible parks maintenance experience similar to that of a Parks Maintenance Worker in the City of Burlingame, and a high school diploma or equivalent, supplemented by specialized training in park and horticulture maintenance.

License/Certificate

Possession of, or ability to obtain, a valid class C California driver's license and a Department of Pesticide Regulation Qualified Applicator Certificate, within one year of appointment.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of: Practices, techniques, and methods of parks, landscapes, and related facilities maintenance, care, and repair; characteristics of healthy plant growth and plant diseases; practices and techniques for tree, shrub, and turf trimming and maintenance; characteristics and proper application procedures for pesticides; operational and maintenance characteristics of different types of vehicles and maintenance equipment; general plumbing and painting work; mechanics of irrigation and sprinkler, systems; methods and materials used in an effective weed abatement program; methods and techniques of supervision; proper methods of traffic control and delineation; applicable federal, state, and local laws, codes, and regulations, including playground codes and park ordinances; basic principles of mathematics; principles of record keeping; techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to: Lead and perform a wide variety of park, landscape, and related facilities repair and maintenance activities in an assigned district; operate a variety of hand and power tools, vehicles, and equipment used in park maintenance; prune plants for the best effect; properly evaluate the health of trees, shrubs, and plants; estimate time and materials for completion of projects; perform heavy manual labor; lead, supervise, train, motivate, and evaluate assigned staff; respond to after hours call-outs as assigned; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; mix and apply restricted herbicides and pesticides; read blueprints and plans; interpret, explain and apply applicable laws, codes and regulations; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships

Skill to: Safely and effectively operate a variety of maintenance equipment, tools and materials.

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