

POSITION DESCRIPTION

Class Title: PARKS CREW LEADER

Job Code Number:

Department: PARKS

Grade Number: MT-6

Date: July 18, 2022

GENERAL PURPOSE

Parks Crew Leader keep up the appearance, safety and maintenance in public parks. They maintain the hike and bike trails, playgrounds, picnic tables and grass in parks.

Performs maintenance and upkeep on all of the Park's Department's equipment and machinery, including mowers, weed eaters, tractors, etc.

SUPERVISION RECEIVED:

Works under the close supervision of the Parks Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under Supervision by the Superintendent, the job of the Parks Crew Leader entails supervision and management of all Parks and playground equipment.

Supervision Transports trash and waste to disposal area, replenishes bathroom supplies, and replaces light bulb.

Cuts and trims grass, shovels snow and maintains walkways for the City property.

Transports small equipment or tools between locations.

Operates mowers, weed eaters, tractors, aerators, fertilizer spreaders, pool vacuums and various hand tools such as shovels, rakes, howes, etc.

Operates machinery such as tractors, backhoe, and utility truck. Performs routine inspections and repairs on playground equipment.

PERIPHERAL DUTIES

Picks up litter from around buildings and grounds.

Performs minor semi-skilled interior building maintenance and repairs such as painting, floor covering, plumbing, carpentry, mechanical, and other unskilled and semi-skilled trades work.

Opens and closes, locks and unlocks facilities as needed.

Keeps records of work completed.

May serve on various employee committees, as required and assigned.

Assists with maintenance of other City facilities.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Any combination of experience and training which demonstrates the knowledge and experience to perform the work.
- (B) Minimum age sixteen (16) years.

Necessary knowledge, Skills and Abilities:

- (A) Working knowledge of equipment, materials and supplies used in custodial work; Working knowledge of equipment and supplies used to do minor repairs; Some knowledge of first aid and applicable safety precautions;
- (B) Skill in operation of listed tools and equipment
- (C) Ability to work independently and to complete daily activities according to work schedule; Ability to lift heavy objects, walk and stand for long periods of time; Ability to use equipment and tools properly and safely; Ability to understand and follow written and oral instructions; Ability to establish effective working relationships.
- (D) Working knowledge of turf grass maintenance and care.

SPECIAL REQUIREMENTS

Employee primarily works daytime hours. However, occasionally must work evening and weekend hours. Employee must possess a valid Texas driver's license.

TOOLS AND EQUIPMENT USED

Shovels, rakes, hoes, base puller, mowers, weed eaters, blowers, power washers, vacuum, mops, broom, and dusting equipment.

PHYSICAL DEMANDS

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

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

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid

conditions, fumes or airborne particles, and toxic chemicals. The employee is occasionally exposed to risk of electrical shock. The employee regularly works in extreme heat and direct sunlight for extended periods of time.

The noise level in the work environment is usually loud to moderately loud.

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SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above 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 the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____

Approval: _____

Effective Date: _____

Revision History: _____

