JOB DESCRIPTION

PARKS CREW LEADER

Department:	Athletic & Leisure Services	**Classification/Grade:**	18
Division:	Parks	**FLSA Status:**	Non-Exempt
Reports to:	Parks Superintendent	**Safety Sensitive:**	Yes
		Bargaining Unit:	Teamsters Local 14
		Date Approved:	2012

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

DEFINITION

Under general supervision performs skilled and semi-skilled construction and maintenance work; directly oversees, trains and supervises a crew engaged in parks maintenance activities. Perform related work as required.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Inspect landscaped areas, cemetery, parks, and park and cemetery buildings to identify repair needs, recommend corrective action, resolve work problems, evaluate work and identify additional needs.
3. Oversee and supervise field personnel, which include providing training related to repair and maintenance.
4. Instruct field personnel in, and enforces safety measures regarding proper use of vehicles, machinery and related tools.
5. Instruct subordinates in work techniques, use of equipment, and safety precautions and requirements, including OSHA requirements; supervise proper handling, storage, use and disposal of pesticides.
6. Supervise the maintenance, design, installation and repair of irrigation and sprinkler systems and landscaped areas; orders herbicides and fertilizer for parks.
7. Perform physical labor; mow lawns, prune trees and shrubs, landscape, weed control, repair sidewalks, frame, roof, paint, bricklaying, install irrigation systems, water and drainage pipes, cement work, and clean and maintain all parks and facilities.
8. Schedule duties for all Parks maintenance crew and approves all days off.
9. Schedule employees for events at complex and prepares for weekend events. Schedule employees for special events. Oversee set-up and take-down of City tent, tables, chairs, and clean up.
10. Maintain and service public works vehicles and equipment.
11. Operate equipment, including all lawn mowers and grounds equipment, backhoe, and loader, dump truck, water truck and order parts for equipment.
12. Supervise parks maintenance crew in all areas and coordinates with other departments regarding new and on-going projects.
13. Apply fertilizers and pesticides to grass, trees, and landscaped areas, and maintain records of all applications.
14. Prepare and maintain a variety of records and reports on materials, equipment, service calls and personnel.

15. Install new irrigation lines and any additional retrofitting to parks and to facilities that may be necessary.
16. Investigate and respond to citizen inquiries and complaints regarding landscape issues, request for information, and work performed.
17. Be dependable and meet acceptable attendance requirements at all times.
18. Utilize proper safety precautions and follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS:

A. Act as Parks Superintendent in his absence.
B. Perform other related duties as assigned.

QUALIFICATIONS:

The degree of knowledge and ability as outlined under this section under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Modern methods of constructions, repair and maintenance of parks.
- Familiarity with construction tools and maintenance equipment and heavy equipment operation.
- Principles and practices of occupational hazard and safety precaution management, including the use of restricted pesticides for pre-emergent sterilization and growth control.
- Safe handling and use of pesticides and/or other chemical products, including applicable laws and regulations.
- Modern methods, materials, equipment, and tools used in the planting, cultivating, propagating, fertilizing, and trimming of trees, shrubs, flowers, and lawns.
- Pertinent local, state and federal rules, regulations and laws, including OSHA.
- Principles of budgeting, supervision, training, discipline, and performance evaluation.
- Methods of estimating time, materials and equipment needed to perform assigned work.
- Construction and repair methods, including carpentry, pipe fitting, painting and cement work; maintenance and repair of light power equipment.
- Safety procedures as they relate to public works project.
- Working knowledge of horticulture and turf grass management.

Ability to:

- Lead, coordinate and supervise field personnel in the process of carrying public works related projects.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Develop and conduct effective training and safety programs.
- Interpret and apply City and department policies, procedures, rules, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Meet the physical requirements necessary to safely and effectively perform assigned duties.
- Adapt to varying work assignments.

Special Requirements

Residency Requirement: Must be able to respond within 20 minutes from residence.

Experience, Education & Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: High School Diploma or GED. Associates degree in horticulture and grounds maintenance or closely related field preferred.

Experience: Three years experience in parks, grounds, and facilities maintenance and operations including lead work/supervisory experience.

Training: Classes as required to perform job.

License or Certificate: Requires pesticide and herbicide use certification. Must possess, at the time of employment and continuously throughout employment, a valid Nevada Class "B" driver's license with N endorsement. (Employee will be subject to random and other alcohol and drug testing.)

WORKING CONDITIONS:

Work is performed under the following conditions:

Work is primarily performed outside in parks, cemetery and rodeo grounds, in varying and extreme weather conditions for extended periods of time where employees are exposed to excessive noise and vibration.

Physical Requirements:

Physical effort is required to perform heavy manual labor in confined and cramped spaces and uncomfortable conditions, climb ladders, frequent kneeling, stooping, walking, bending, twisting, reaching, and standing for long periods of time. Moderate amount of mental effort required. Regular lifting/carrying/pushing or pulling of objects and equipment ranging in weight from 25 to 100 lbs is required. Weekend, holiday and evening work is required.

Job Hazard/Risk Factors:

Employees risk physical hazard from mechanical and electrical equipment, exposure to human debris, drug paraphernalia, heavy equipment, working in and around lawn mowers and grounds equipment, hazardous gases, fumes, paint, chemicals and pesticides.

Position is considered safety sensitive and is subject to drug testing.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Approved June 2012 (gm)
Revised & approved June 2013 (Safety Sensitive)