

## PARKS MAINTENANCE LEADWORKER

### **DEFINITION**

Under general supervision, provides lead direction and participates in semi-skilled and skilled horticultural tasks in grounds maintenance and repair; may perform building and facility maintenance and repair tasks.

### **SUPERVISION RECEIVED/EXERCISED**

Receives supervision from a Manager or designee. This class may provide lead direction. Exercises no supervision.

### **DISTINGUISHING CHARACTERISTICS**

Parks Maintenance Leadworker is the advanced working lead class in the Parks Maintenance Worker series. Incumbents provide lead direction and participate in the maintenance and repair of parks and related facilities and equipment. This class is distinguished from Parks Maintenance Worker II in that incumbents of the latter do not have full-time lead responsibility. This class is distinguished from Parks Supervisor I in that incumbents of the latter are first-line supervisors.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*(May include, but are not limited to, the following:)*

Provides lead direction and participates in a variety of construction, alteration, maintenance, and repair activities of park and recreation facilities and equipment.

Plants, treats, and renovates trees, lawns, shrubs, flowers, grounds, and related landscape features.

Builds fences, bridges, sheds, and other fixtures.

Safely operates small trucks, light-duty tractors, commercial mowers, and other smaller power driven equipment.

Repairs and rebuilds outdoor grills.

Controls weeds; applies fungicides, herbicides, and pesticides for control of harmful diseases and insects.

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Leads in and performs minor maintenance and care of the City's spray equipment.

May perform concrete work for the purpose of landscaping enhancement projects or median island maintenance.

Installs, modifies, maintains, and repairs manual and automatic sprinkler systems.

Ensures that safety precautions are taken and proper work methods followed.

Estimates labor and materials required; keeps time and material records; prepares simple reports; orders supplies for seasonal materials to ensure enough on hand for daily use.

Depending on assignment may construct and repair fences, raised flower beds, trail paths, and other related landscaping features.

Performs related duties as required.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Maintenance and care of trees, flowers, and shrubs.

The proper use and care of mechanical equipment and hand tools.

The practices and precautionary requirements involved in the various building trades.

The standard methods, materials, tools, and practices of grounds maintenance operations.

Soil treatment and soil preparation required in the care and maintenance of a variety of plants, trees, flowers, and shrubs.

Landscape practices and floral design.

Techniques and procedures for the installation, modification, maintenance, and repair of manual and automatic sprinkler systems.

#### **Skill/Ability to:**

Provide lead direction to, and plan and assign the activities of, a small group of workers or helpers.

Establish and maintain effective working relationships with employees and the general public.

Recognize and prescribe corrective action for common plant ailments and diseases.

Read and write at a level necessary to perform the job.

Operate standard office equipment including computers, laptops, cell phones, handheld tablets, and various software applications.

Maintain records and prepare reports.

Mechanical aptitude in the general maintenance and building trades sufficient to work independently on moderately difficult building repair and maintenance assignments.

The care and safe operation of hand and power tools common to grounds maintenance and landscaping.

The care and safe operation of hand and power tools, automotive equipment, irrigation equipment, and materials and supplies used in the maintenance and repair of park facilities.

## **MINIMUM QUALIFICATIONS**

### **Education:**

Possession of a High School Diploma or equivalent GED completion.

### **Experience:**

Three (3) years of journey level experience performing work related to parks or grounds maintenance.

### **Special Requirements:**

Possession of a valid Class C California Driver's License is required at the time of application and continued maintenance throughout the entire term of employment in the classification.

Incumbents assigned to Adult Offender crews must possess at time of application and maintain throughout employment in this classification, a valid Class B California Driver's License with passenger endorsements and CPR certificate.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that are necessary to safely, effectively, and efficiently perform the essential functions of this job with or without reasonable accommodation.

This classification's physical demands involve heavy work exerting up to 100 pounds of force occasionally with assistance, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Additionally, the following physical demands may be required: balancing, climbing, crawling, crouching, feeling, manual dexterity, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, walking.

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Director of Personnel Services

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