

Job Description

PARKS CREW LEADER

The City of Maricopa is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Management's vision is "to be open, responsive and accountable while serving the public with integrity."

Job Description

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned, and expected commensurate with the administrative needs of a newly incorporated city.

General Purpose

The primary function of this employee is to supervise several small crews or one large crew of parks maintenance workers in the care and maintenance of parks and buildings. Responsibilities include performing research and writing reports on inventory, productivity, and safety. Administrative duties are performed in support of the Parks Manager. Administrative duties include purchasing, employee evaluations and employee discipline. Work assignments are general in nature and employees exercise initiative and judgment in accordance with accepted practices. Work is subject to review through evaluations, reports and observations of results achieved.

Essential Duties:

Essential Duties are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- Supervises parks maintenance crews engaged in the care and maintenance of parks, park buildings and surrounding grounds and other public facilities;
- Supervises equipment operators in the performance of trenching, grading and finish landscaping at park facilities;
- Instructs employees in the proper care and maintenance of park equipment, machinery, and tools;
- Instructs employees in the hazards and safety precautions, techniques, and methods used in the application of toxic insecticides, herbicides, and cleaning chemicals;

- Keeps work, time, and material records and prepares reports;
- Reviews and monitors service requests;
- Conducts final inspections on parks projects;
- Prepares and keeps accurate work and materials records;
- Operates power driven machinery such as a chain saw, lawn mower, pruning equipment, gasoline powered hedge trimmer, aerator, verticutter or other similarly sized equipment;
- Uses graphic instructions such as blueprints, schematic drawings, layouts or other visual aids;
- Develops procedures from general instructions;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Performs all work duties and activities in accordance with City policies and procedures;
- All other duties as assigned

Minimum Qualifications

Position requires High School Diploma of equivalent. A minimum of three (3) years of experience in parks maintenance and facilities, including two (2) years of supervisory experience. Must possess a valid Arizona driver's license. Position requires working in an outdoor environment that may include working in adverse weather conditions.

Any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job, may be substituted for evaluation at the discretion of city management.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Planting and care of turf, flowers, trees and shrubs, and soils, soil conditions, and fertilizers;
- Hazards and safety precautions applicable to the work performed;
- Equipment and methods used in the maintenance of sprinkler systems and controlled irrigation;
- Operation and maintenance of equipment such as mowers, trimmers, tractors, chippers, pole saws and chain saws;
- Application of toxic insecticides and herbicides;
- Tree and shrub species and characteristics unique to desert climates;
- Federal (OSHA) regulations and city policies regarding risk management and safe work and recreational practices.

Skills required:

- Effective supervisory techniques;
- Materials, methods, techniques, and equipment commonly used in parks maintenance operations;
- Computer operation and applicable software.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Understand and carry out instructions provided both written and orally.
- Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Communicate effectively with co-workers, customers, or the general public using a radio, telephone, or in a face-to-face, one-on-one or group setting.
- Observe or monitor people's behavior, objects, or data to determine compliance with prescribed operating or safety standards.
- Work in a variety of weather conditions with exposure to the elements.
- Work cooperatively with others.
- Work safely without presenting a direct threat to self or others.

Performance Aptitudes

Physical Ability:

Sufficient clarity of hearing, with or without reasonable accommodation, which permits the employee to discern and dispense verbal instructions and interact with the general public;

Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written material and instructions and discern, supervise, and react to physical activities;

Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate sports and office equipment;

Sufficient body flexibility, agility, and stamina to supervise parks maintenance operations and facilities.

Project Management: Tasks require the ability to schedule, coordinate, and manage various projects of varying degrees of difficulty, size and complexity.

Equipment, Machinery, Tools, and Materials: Tasks require the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials, commensurate with duties of the position.

Social and Interpersonal Communication Skills: Position requires professional social and interpersonal communication skills, including the ability to function in a major organizational unit requiring significant internal and external interaction.

Reasoning: Position requires functional reasoning skills enabling the analysis of major problems that necessitate complex planning for interrelated activities that can span one or several work units. Position requires situational reasoning skills allowing for the ability to exercise judgment, decisiveness and innovation in situations involving broader aspects of the organization.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.