



POSITION DESCRIPTION

Title: Parks Maintenance Lead Worker
Type: Regular
Pay Range: PW/133

Department: Parks and Recreation
FLSA Status: Non-Exempt
Revised: 12/2019

DEFINITION

To coordinate, lead, and perform a variety of semi-skilled tasks in the construction, maintenance, and repair of parks, sidewalks, and other Town facilities. The Parks Maintenance Lead Worker provides supervisory and coordination assistance to the Parks Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Parks Manager, or designee. Exercises supervision over Parks Maintenance Workers and other temporary staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to:

- Organize and lead crews in the repair and maintenance of assigned facilities.
- Provide supervision and training to staff and inspect work while in progress and at the completion of projects.
- Assist in preparing cost estimates for park and facility maintenance and repair activities; maintain accurate and up-to-date records of materials and supplies used in the performance of projects and order supplies as authorized.
- Respond to public inquiries and complaints regarding maintenance.
- Maintain plantings and grounds, recreation and play areas, athletic fields, and inline/ice skating rinks.
- Water, weed, trim, renovate, fertilize, and mow lawns; rake leaves, clean walks, fields, courts, and other facilities; plant and maintain trees, flowers, and shrubs.
- Spade and otherwise prepare ground around plants and shrubs, including mixing and applying fertilizers, insecticides, and herbicides.
- Pick up rubbish and paper and perform general grounds cleaning.
- Maintain sprinklers and irrigation equipment.
- Prepare and maintain athletic fields.
- Operate power mowers, edgers, sprayers, and other equipment.
- Participate in moving and installing park and recreational equipment.
- Drive vehicles used to transport materials, tools and equipment as required.

- Build rough wooden structures as barricades, fences and scaffolds; perform rough carpentry on park buildings.
- Perform janitorial work in park buildings, including restrooms.
- Perform minor electrical, mechanical, and plumbing repairs.
- Assist in making repairs on doors, windows, floors, lockers, gates, roofs, and ceilings.
- Apply paint to building interiors, exteriors, fixtures and/or equipment; strip and paint or stain cabinets, doors, and woodwork.
- Remove snow from designated Town trails, parking lots, walkways, service roads and ice rinks.
- Help maintain and repair pool water treatment systems.
- Maintain and repair tennis courts and related equipment.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Standard practices, methods, materials and equipment used in construction and maintenance work.
- Operation and application of a variety of construction tools and equipment.
- Occupational hazard and safety precautions.
- Operations of an inline/ice skate rink.
- Safe work practices.
- Irrigation, fertilization, mowing techniques and shrub, tree and flower bed maintenance.

Ability to:

- Supervise and train staff.
- Water, weed, trim, renovate, fertilize and mow lawns.
- Use a variety of equipment and materials.
- Understand and carry out oral and written instructions.
- Work cooperatively with those contacted in the course of work.

Special requirements:

Must be available to work a flexible schedule; must use various cleaning solvents and other chemicals in the performance of duties.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to completion of the twelfth grade is required. Specialized training in the field of turf maintenance is preferred.

Experience:

Two years of increasingly responsible experience in parks maintenance, including facility maintenance. Some supervisory experience is preferred.

Licenses:

Possession of, or ability to obtain within the state required time frame, a valid State of California Class C driver's license with an acceptable driving record. Possession of, or ability to obtain within the first twelve months of employment, a valid State of California Class A or B Driver's License. Must pass an appropriate background check prior to the hire date.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including loaders, blower, cinder truck, dump truck, pickup truck, utility truck, tamper, place compactor, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch, mowers, trimmers, spreaders, seeders, and aerators.

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 continuously required to use hands to finger, handle, feel, and operate objects, tools, or controls. Frequent, repetitive use of arms and wrists is required. The employee will frequently be required to reach above or below their shoulders. The employee is frequently required to stand, walk, talk, smell, and hear. The employee is frequently required to bend, stoop, and twist and frequently required to crouch, squat, and climb ladders and stairs. Occasionally, the employee will be required to kneel and crawl.

The employee must frequently lift, carry, and/or push and pull up to 75 pounds and occasionally lift, carry, and/or push and pull up to 100 pounds with assistance. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry

and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions.

WORK ENVIRONMENT

The work environment characteristics described herein 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.

Some work is performed in an office setting. While performing the duties of this job, the employee frequently works in outside weather conditions, which may include extreme heat and cold. The employee frequently works near moving mechanical parts and occasionally in high, precarious places, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. This position is required to drive in various conditions to check status of projects and inspections. The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

GENERAL

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.

Employee will be subject to pre-employment and random drug and alcohol tests per Department of Transportation regulations and Town of Mammoth Lakes policies and procedures.

Received and Reviewed by:

Employee Signature

Date