

CITY OF MADERA
PARKS LEAD WORKER

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

DEFINITION:

Under direction, leads, oversees, reviews and performs work activities and duties assigned to the Parks maintenance crews; prepares project cost and material estimates; assumes responsibility for the more difficult and complex tasks; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Parks Lead Worker** is the lead class responsible for maintaining the quality and appearance of the parks, street medians, recreation fields, landscaped areas and related restroom and other facilities. Incumbents perform skilled work in the maintenance and repair of parks, landscape and facilities. This classification is distinguished from the next lower classification of Parks Worker III by the difficulty and complexity of assignments, and the performance of lead responsibilities.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Parks Manager. Exercises technical and functional supervision over assigned maintenance staff, volunteers and training program participants.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Leads, oversees, reviews and performs the work of staff responsible for maintenance, repair and construction of parks, recreation fields, landscaped areas, medians and related facilities; develops and implements crew assignments; applies or supervises the application of herbicides and pesticides; assists maintenance staff in troubleshooting and performing the more complex maintenance and repair activities.
- Supervises the operation and routine maintenance of parks equipment and/or machinery including trucks, mowers, power tools and equipment; participates in the evaluation of assigned staff; prepares and takes disciplinary actions where required; assists in the training of lower level personnel in the areas of work; ensures adherence to safe work methods, procedures and practices and coordinates safety meetings; identifies training opportunities and needs; makes recommendations to management.
- Responds to questions and concerns from the general public, park users and recreation staff; provides information as is appropriate and resolves public service complaints.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; evaluates assigned work projects; prepares drawings and sketches; estimates time, materials and equipment necessary for the successful completion

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of projects; acquires necessary resources as is appropriate.

- Inspects parks, landscaped areas, recreation fields and facilities, determines maintenance and repair requirements and prepares cost estimates; recommends maintenance budgets to management; monitors and administers approved budget.
- Performs skilled and semiskilled work in all areas of construction, repair and maintenance of parks and landscaped area; determines irrigation requirements; oversees and participates in the installation and repair of irrigation lines and systems; programs irrigation timers and maintains irrigation pumps; provides on-call standby as required for situations occurring during non working hours.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot and cold. The incumbent may use herbicides, pesticides, cleaning and lubricating chemicals which may expose the employee to fumes, dust and air contaminants, and may be exposed to electrical and mechanical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, and drive motorized vehicles.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Parks Lead Worker**. A typical way of obtaining the required qualifications is to possess the equivalent of four years of increasingly responsible parks and landscape maintenance experience and a high school diploma or equivalent.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license and possession of a California Applicators Certificate for herbicides and pesticides.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of:

Practices, techniques and materials used in maintenance, construction and repair of parks, recreation fields, street medians and facilities; principles and practices of propagating and maintaining trees, shrubs, flowers and turf; methods and techniques of irrigation system installation, maintenance, repair and timing; methods and techniques of supervision, training and motivation; principles and practices of project design and cost estimating; applicable federal, state and local laws, codes and regulations; basic principles of mathematics and record keeping; occupational hazards and standard safety procedures.

Ability to:

Oversee and perform a variety of parks, landscape and recreation maintenance, alteration and repair work; inspect buildings, grounds and equipment for needed repairs; estimate time and materials for completion of projects; read and interpret blueprints, diagrams and sketches; prepare drawings and sketches; properly mix and apply herbicides and pesticides; perform heavy manual labor; plan, organize and direct the work of subordinate staff; perform on-call services during non working hours; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Safely and effectively operate a variety of landscape maintenance equipment, tools and materials.

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