



Job Code: 0230
FLSA: NE
Unit: PCEA
Revised: 5/98

LEAD PARK MAINTENANCE WORKER

DEFINITION

From division work programs, plans, schedules, assigns, directs, and works with a crew of park maintenance employees; performs specified administrative and other related tasks associated with assigned area of responsibility; performs related work as assigned.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Park Maintenance Supervisor; directs maintenance personnel.

TYPICAL DUTIES

1. In accordance with division work programs, plans and schedules the work of a maintenance crew on a monthly, weekly, and daily basis.
2. Instructs, assigns, and monitors the work of crew members to ensure the work is performed according to division standards for quantity, quality, safety and within established completion schedules.
3. Organizes specific work tasks to be undertaken to include determining and securing necessary tools and equipment, type and quantity of materials required; coordinates work as necessary with other division personnel or other field services personnel.
4. Observes the performance of assigned crew members; provides superintendent with performance observations on an ongoing basis and as part of formal employee performance appraisal process; as requested, participates in employee performance counseling session; as requested, recommends to superintendent individual employee performance improvements.
5. As requested, makes recommendations to superintendent regarding specified routine personnel actions including employee requests for time off, employee special assignments, and employee participation in training activities.
6. Trains assigned crew members principally by demonstration to perform specific work tasks and use or operate division tools and equipment appropriately.
7. Within established limits, purchases supplies, materials, equipment, and tools required to accomplish work assignments; notifies superintendent of needed supplies, materials, equipment and tools whose purchase exceeds purchasing authority; makes recommendations regarding type

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- and operating specifications of equipment being considered for purchase; assists in the evaluation of prospective equipment.
8. As requested, makes recommendations to superintendent regarding supplies and equipment, to include in division operating budget.
 9. Keeps a variety of records associated with areas of assignments including daily work activities performed, date and times work performed, and quantities performed.
 10. Investigates customer complaints; seeks to determine their nature/cause and resolve within limits of authority or reports to superintendent for resolution.
 11. As requested, provides Engineering Division personnel or contractors technical information regarding park and landscape maintenance; participates in the inspection of completed park construction or repair projects.
 12. Performs maintenance tasks assigned Park Maintenance Worker II.

MINIMUM QUALIFICATIONS

Knowledge of:

1. All phases of turf and landscape maintenance to include: approved methods of planting and propagating turf, trees, and shrubs.
2. Manual and automatic irrigation system installation, operation and repair.
3. Plant diseases, detection and control.
4. Equipment operation and repair.
5. Approved safety practices.

Skill to:

1. Supervise and instruct personnel.
2. Perform all duties associated with the care and upkeep of parks and facilities thereon, landscaped areas, and trees.
3. Maintain simple records.
4. Effectively communicate both orally and in writing.
5. Deal effectively with the public.

Education:

High school graduation or GED equivalent.

Experience:

Four years experience at the journey level in all phases of park and landscape and tree maintenance.

License:

Possession of valid California driver's license.

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