



City of Irving Job Description

Parks Crew Leader

FLSA Status:	Non-Exempt	Job Department:	Parks & Recreation
Job Code:	P582	Reports To (Job Title):	Parks Maintenance Supervisor

PURPOSE

To direct the work of grounds maintenance crews, maintain grounds of City property, parks and fields and inspect primary drainage channels, storm drain inlets and baskets.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Schedule, assign and review work of grounds maintenance crews.
- Purchase and transport equipment and supplies to work sites.
- Train employees in equipment safety procedures.
- Inspect playground equipment for damage and regular maintenance needs.
- Operate heavy and light equipment to maintain lawns, parks and fields.
- Sharpen tools such as weed cutters, edging tools and shears.
- Maintain equipment in good working condition.
- Inspect primary drainage channels, storm drain inlets and baskets daily.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Paint fences and outbuildings.
- Repair fences, gates, walls and walks.
- Assist in maintenance of irrigation systems, drinking fountains and water fountains.

SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 4 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Incurs expenses of approximately \$12,000 per year.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to the completion of 12th grade.

EXPERIENCE

- Minimum of two (2) years of related experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid driver's license.

KNOWLEDGE OF

- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation, and discipline.
- Construction Principles: Materials, methods, and the appropriate tools to construct objects, structures, and buildings.
- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.
- English Language: The structure and content of the English language, including the meaning of words and grammar.

SKILLS AND ABILITIES IN

- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Problem Analysis (Troubleshooting): Identifying and defining problems, collecting data, establishing facts, and drawing valid conclusions.
- Reaction Time: Quickly responding (with the hand, finger, or foot) to signals, such as sound, light, picture, and so on.
- Typing / Basic Data Entry: Regularly and accurately entering information using computer keyboard, such as daily inspection results.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.

GUIDANCE RECEIVED

Periodic Supervision and Range of Guidelines/Procedures

Follows periodic direct instructions and guidelines, policies and procedures that require some interpretation. Problems that cannot be addressed through an existing guideline, policy or procedure are referred to supervisor or more senior position. Position incumbent must exercise judgment about when to escalate issues.

CONTACTS

Internal and external customers, other departments and training groups.

EQUIPMENT AND PROPERTY

This position utilizes grounds maintenance equipment, various mowers and trimmers, hand tools and power equipment. Also, the employee operates City vehicles.

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.*

The employee constantly is required to balance, carry, climb, drive a vehicle, grasp, handle, feel, listen, see, and/or walk. Frequently, s/he is required to kneel, lift up to 50 pounds, reach, sit, stand, stoop, and/or talk.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee frequently is exposed to extreme vibration, dirty environment, outside weather conditions, and/or moving mechanical parts. Occasionally, s/he is exposed to electrical hazards and/or high and precarious work places. The noise level in the work environment is usually high.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.