*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are* ***not*** *intended to reflect all duties performed within the job.*

**DEFINITION**

Lead, oversee and participate in all phases of parks maintenance assignments including the installation, maintenance, and redevelopment of City parks, golf courses, cemeteries, athletic fields, grounds and related facilities, depending on area of assignment; perform the more difficult and complex duties; perform a variety of technical tasks relative to assigned areas of responsibility.

**JOB CLASSIFICATION**

Non-Exempt, Safety Sensitive.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Parks Maintenance Supervisor.

Exercises lead supervision over staff of assigned area(s) of responsibility.

**PRIMARY DUTIES**--*The following are examples of primary duties assigned to positions in this classification. Other related duties and responsibilities may be assigned.*

1. Perform leadworker functions of staff including assigning and reviewing daily work, providing input into performance evaluations, training other employees, and acting as a resource to other staff.

2. Plan and participate in the installation, repair and maintenance of assigned systems, equipment, buildings, grounds, golf courses, and facilities; assist in coordinating maintenance services and activities with other City departments and outside contractors and vendors.

3. Estimate time, materials and equipment required for jobs assigned; requisition and purchase supplies and materials as required; assist in developing contract specifications.

4. Establish schedules and methods for providing assigned services; identify resources, material and equipment needs: review needs with appropriate management staff; allocate resources accordingly.

1. Operate a variety of equipment including dump trucks, loaders, backhoes, tractors, groundskeeping equipment, snow removal equipment, power and hand tools, and other specialized maintenance and construction equipment; perform safety and maintenance inspections on assigned vehicle or equipment; perform routine vehicle and equipment repairs in the field.
2. Plant, water and maintain landscaped areas consisting of turf, bushes, trees, flowers, and shrubs; design, pre-order, and maintain pots, barrels, and other containers; trim and prune bushes, trees and shrubs; stake trees as necessary; water, mow, weed, renovate, and aerate turf; edge and trim around fence lines and other items.

7. Clean and maintain assigned areas including grounds, cemeteries, athletic fields, play areas, golf courses, courts, swimming pools and stadium areas; pick up debris and litter; wash and mop stadium and bleacher seats.

8. Oversee and set up safe and effective traffic control, including street barricades and cones, prior to the performance of activities to ensure public and worker safety through work zones; direct and control traffic around work sites.

9. Identify turf, shrub, and tree diseases, parasites, and other problems; calibrate and apply herbicides, fungicides, pesticides, and fertilizers safely and accurately; maintain records of fertilizers and chemicals used.

10. Respond to inquiries, concerns, and complaints from other staff and the general public; conduct general education classes related to assigned areas; investigate problems; resolve issues in an efficient manner.

11. Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures.

12. Participate in the development and implementation of goals, objectives, policies, procedures and priorities for assigned programs; recommend improvements and modifications.

13. Maintain and review records related to area of assignment; prepare and maintain a variety of records, reports, and logs.

14. Perform other duties of a similar nature or level.

**QUALIFICATIONS**

**Knowledge of:**

Leadworker concepts and practices, including training and scheduling of staff.

Principles and practices of irrigation design, installation, and maintenance.

Horticulture and turf management practices.

Operations, services and activities of a parks or public works maintenance program.

Methods, techniques, materials, equipment, and tools used in the installation, maintenance, and reconstruction of facilities, equipment, grounds and systems in area of assignment.

Operational characteristics and maintenance requirements of maintenance tools and equipment.

Safe application of herbicides, fungicides and pesticides.

Occupational hazards and standard safety practices.

Geography and street system of the City.

Customer service principles and problem resolution techniques.

Principles and practices of record keeping.

English usage, spelling, grammar and punctuation.

Modern office technology and equipment, including computers and related software applications.

Applicable tools and equipment operations.

Applicable Federal, State and local codes, laws and regulations.

**Ability to:**

Lead, monitor, train and review staff and technical work.

Independently perform the most difficult maintenance, construction and repair work in the area of work assigned.

Keep accurate records of inventory and call out logs.

Use and operate hand and power tools, vehicular and stationary mechanical equipment, and other equipment required for the work in a safe and efficient manner.

Install, maintain and repair systems related to area of assignment.

Read and interpret basic maps, blueprints and specifications.

Understand and follow oral and written instructions.

Respond to requests and inquiries from the general public and City employees.

Establish and maintain accurate records, logs, and files.

Interpret and apply Federal, State and local policies, laws and regulations.

Operate and use modern office equipment including computer and various software applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**Experience and Training Guidelines**

*Minimum Requirements:*

 **Experience:**

 Three (3) years of increasingly responsible public works or landscaping or grounds maintenance experience.

 **Training:**

 High School Diploma or G.E.D. supplemented by specialized training in maintenance, construction or a related field is desirable.

Other combinations of experience and education that meet the minimum requirements may be substituted.

**License or Certificate**

Possession of a valid Colorado Driver License.

City of Grand Junction Leadership Track certification within two (2) years of appointment.

Some assignments in this classification may also require possession of, or ability to obtain, a valid Colorado Commercial driver’s license.

**WORKING CONDITIONS**

**Environmental Conditions**:

The job is performed in the following working environment:

Field environment.

The following condition(s) may be present on a continuing basis:

|  |
| --- |
| Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.) |
| Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation) |
| Hazardous materials (chemicals, blood and other body fluids, etc.) |
| Extreme temperatures |
| Intense noise |
| Local Travel |

**Physical Conditions**:

The job is characterized by:

|  |
| --- |
| **Medium Work**: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. |

The following physical activities are very or extremely important in accomplishing the job’s purpose and are performed on a daily basis:

Position requires hearing, talking, sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements. The position requires both near and far vision for inspecting work and operating assigned equipment. Lifting, carrying and pushing tools, equipment and supplies weighing 50 pounds or more is also required. Materials and chemicals may expose the employee to fumes, dust and air contaminants. Job may require work in confined spaces. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, and work in heavy vehicle traffic conditions. The employee regularly works in outside weather conditions, near moving mechanical parts. The employee is frequently exposed to wet or humid conditions, vibration and street traffic. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is frequently loud.