

PARK SERVICES CREW LEADER

Position Code: 1429

WC Code: 9102

FLSA Status: Non-Exempt

Pay Grade: 350

Location: Park Services

Approval Date: 2022

General Statement of Duties

Performs responsible lead worker and skilled or semi-skilled duties in the maintenance of parks and cemeteries.

Distinguishing Features of the Class

An employee in this class assigns work, supervises staff and performs work relative to the maintenance of parks and cemeteries, under the direction of a Park Services Supervisor. Park maintenance includes mowing grass, dragging, and lining ball fields, painting and repairing benches and playground equipment, cleaning up trash and restrooms, and performing cemetery duties. Work may include assisting with or performing routine and specialized repair of equipment used.

Employee must be able to supervise, perform manual labor of skilled and semi-skilled duties, and abide by safety rules and regulations. Accuracy in equipment operation is essential to prevent damage and ensure no one is injured. Work may require serving on call.

Work subjects the employee to inside and outside environmental conditions, noise, vibration, hazards associated with maintenance work, fumes, odors, dust, mists, and oils. In some jobs involving equipment, duties may expose the employee to human bodily fluids and thus the work is subject to level II OSHA requirements on bloodborne pathogens. Work is assigned daily by Park Services Supervisor and is reviewed through observation, quality, and quantity of completed work and discussions.

Duties and Responsibilities

Leads crew in repair and maintenance of parks and cemeteries.

Serves in the absence of the Park Services Supervisor.

Assigns work daily to Maintenance Technicians with input from Park Services Supervisor.

Ensures work of crew is done to specifications.

Provides input into the performance evaluations of Maintenance Technicians.

Counsels, guides and coaches staff, and recommends disciplinary action when needed.

May perform park maintenance to include mowing, landscape maintenance, fertilizing, mulching, etc.

May prepare athletic fields to include lining, dragging, routine and annual maintenance.

May perform backup cemetery duties to include plot sales, meeting with families, ensuring burials are conducted properly, maintaining cemetery records and maps, and overseeing marker installations.

Performs basic equipment maintenance.

Completes reports and updates records manually and using computer software.

Performs routine and specialized turf maintenance. Identifies turf issues and concerns. Repairs maintenance irrigation systems.

Applies pesticides as needed.

Sets up Town events and moves Town property as directed.

Operates equipment.

Performs occasional on-call duties evenings, holidays, and weekends.

Performs routine playground inspections.

Operates specialized equipment on occasion.

Performs other duties as assigned.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Working knowledge of the methods involved in operating required equipment under the conditions of a particular job.

Working knowledge of mechanical functions of equipment and trucks, and methods of routine maintenance and repairs.

Working knowledge of tools, materials and methods used in skilled and semi-skilled parks maintenance work.

Ability to understand and follow oral and written instructions.

Ability to use varied equipment required in the performance of duties.

Ability to establish and maintain effective working relationship with other employees, supervisors, and general public.

Proficiency with specialized equipment appropriate for the position and assignment.

Considerable knowledge of principles and practices of repair and maintenance of parks and cemeteries.

Considerable knowledge of the use of related equipment and materials.

Thorough knowledge of the occupational hazards and safety precautions of the work.

Some knowledge of budgeting and purchasing procedures.

Working knowledge of effective supervisory principles and practices, and organizational personnel policies and procedures.

Ability to maintain and prepare accurate records.

Ability to perform basic math skills (addition, subtraction, multiplication, and division).

Physical Requirements

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 frequently required to reach with hands and arms, stand, sit, walk, use hands to grasp, handle, feel or operate objects, tools, or controls and talk or hear. The employee is occasionally required to climb, balance, stoop, kneel and crouch. The employee must possess manual dexterity to operate equipment such as tractors, mowers, weed eaters, chainsaws, and other power tools. This position involves heavy work requiring the employee to exert up to 100 pounds of force occasionally; and/or up to 50 pounds of force frequently; and/or up to 20 pounds of force constantly to move objects. Lifts and carries heavy equipment and/or materials (up to 50 pounds) to perform assignments.

Must possess the visual acuity to make visual inspections of work assigned and completed, operate equipment, and perform mechanical and trades tasks.

The employee may be exposed to hazardous physical conditions (including but not limited to noise, moving parts, uneven surfaces, repetitive motions, and vibration) poor atmospheric conditions (including but not limited to fumes, odors, dusts, gases, and poor ventilation). In addition, the work will require seasonal exposure to extreme weather conditions, snakes, insects, and wildlife.

Minimum Education and Experience

High school diploma or GED and three to five years of direct experience performing skilled or semi-skilled labor on grounds, parks, golf courses or similar settings.

Special Requirements

Possession of a Valid North Carolina Driver's license.

Ability to obtain a Class A Commercial Driver's License within one year of hire.

Ability to obtain Pesticide license within one year of hire.

