

City of Dunedin, Florida
Class Description

JOB TITLE: Park Maintenance Crew Leader
Parks & Recreation Department

GENERAL STATEMENT OF JOB

Under direction, supervises and participates in landscaping, grounds, fleet and/or equipment maintenance repair work and participates in the set-up and tear-down of special events for the Parks Division in assigned area, ensuring all work is completed according to established policies, procedures, schedules and standards of safety and quality. Reports to the Parks Maintenance Supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Supervises Park Service Workers; supervisory duties include scheduling; instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; acting on employee problems; promotions, selecting new employees, recommending employee discipline and completing annual performance evaluations.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers training, advice and assistance as needed.

Performs routine grounds keeping duties, including mowing grass, trimming trees and shrubbery, installing and maintaining landscape materials, removing weeds, edging walkways, applying mulch, etc.

Oversees and participates in landscaping, grounds keeping, masonry, carpentry, mechanical work and cleaning restrooms as necessary to maintain Parks Division grounds, structures, equipment and vehicles. Performs welding and fabrication as needed.

Coordinates and participates in the set-up and tear-down of special events. Provides maintenance assistance during the set-up, presentation, and clean-up of special events as required.

Park Maintenance Crew Leader, Parks & Recreation Department

Ensures that all maintenance resources are efficiently used and that projects stay on schedule.

Ensures subordinates' work is in compliance with established policies, procedures and standards of quality and safety.

Applies pesticides, herbicides and fertilizers according to product instructions and the direction of the Parks Spray Technician.

Installs and maintains playground equipment, irrigation systems and assigned vehicles.

Prepares athletic fields for play.

Operates heavy equipment in the performance of required tasks, including front-end loaders, backhoes, bobcats, bucket trucks, dump trucks, tractors, stump grinders, forklifts, etc. as required.

Inspects parks for safety hazards and takes corrective action.

Prepares required records and routine and/or technical reports.

Reports for disaster duty as required.

ADDITIONAL JOB FUNCTIONS

Performs general custodial duties including cleaning restrooms as required.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent with four years of experience in grounds/ facilities maintenance.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Park Maintenance Crew Leader, Parks & Recreation Department

Must possess a valid class B Florida CDL license with appropriate endorsements.

Must obtain a valid Florida Class A CDL license with appropriate endorsements within one year of employment or promotion.

May require certification in pesticide application.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Park Maintenance Crew Leader. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Understands specific City and County ordinances as they apply to the duties and responsibilities of the position. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak and understand the English language.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to arrange, compare, count, differentiate, measure and/or sort data and/or information. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines. Is able to assemble information and make written reports and records in a concise, clear and effective manner. Is able to perform employee evaluations and to make recommendations based on results.

Human Interaction: Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. . Knows how to apply supervisory concepts and principles; is able to train, assist, motivate and provide leadership to employees.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to operate, maneuver and control the actions of equipment, machinery, tools

Park Maintenance Crew Leader, Parks & Recreation Department

and/or materials used in performing essential functions. Has knowledge of general landscaping and grounds maintenance practices, materials and equipment. Has knowledge of general facilities maintenance practices, materials and equipment. Has skill in the care and use of required tools and equipment.

Verbal Aptitude: Requires the ability to use a variety of reference and descriptive data and information.

Mathematical Aptitude: Has the mathematical ability to handle required calculations. Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; to use basic geometric principles and calculations; to calculate surface areas, volumes, weights and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches to and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to read and interpret materials pertaining to the responsibilities of the job.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert very heavy physical effort in very heavy work, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and some lifting, carrying, pushing and/or pulling of objects and materials of heavy weight (up to 100 pounds) and occasionally heavier items (100 pounds or over).

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Some tasks require exposure to adverse weather conditions, extreme temperatures, wetness/humidity, dirt/dust/pollen, strong odors, noise extremes, machinery hazards, toxic/poisonous agents.

Park Maintenance Crew Leader, Parks & Recreation Department

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



Parks & Recreation Director



Date