



Pleasant Valley Recreation and Park District Job Description

Job Title: Park Maintenance Lead Worker
Division: Park Division
Reports To: Park Supervisor
FLSA Status: Non-Exempt

Category: Staff
Prepared Date: April 2015
Approved By: Board of Directors
Approved Date: July 1, 2015

SUMMARY: Under general supervision, provides lead support to Park Supervisor, directs and assists subordinate personnel in performing skilled activities of grounds landscaping, maintenance and facility maintenance in accordance with District policies and procedures; receives only occasional instruction or assistance as new or unusual situations arise; ensures that daily workload and preventive maintenance of properties owned by the District are carried out. This is the lead supervisory class within the Grounds Maintenance Worker series. Employees within this class are distinguished from the Grounds Maintenance II Worker by the performance of the full range of duties as assigned in addition to performing lead supervisory responsibilities for an assigned crew.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes but are not limited to the following:

- Lead, plan, train, and review the work of a crew responsible for maintaining park grounds and recreational facilities.
- Supervise the use of and operate a variety of tools and equipment; perform general maintenance duties including refueling, changing oil, and lubricating parts, make minor adjustments and conduct equipment inspections as necessary.
- Plan, direct, and participate in a variety of plant maintenance and landscape duties including trimming shrubs, pulling weeds, mowing and edging lawns, raking recreation areas, watering the plants and sweeping.
- Oversee and schedule the maintenance and installation of park irrigation systems.
- Oversee the application of herbicides, pesticides and fertilizers; ensure compliance with the established safety procedures.
- Oversee the inspection and ensure the safety of various park facilities including, playgrounds, soccer fields, buildings, tennis courts, and ball fields.
- Verify the work of assigned employees for the accuracy, proper work method techniques, and compliance with the safety standards.
- Issue supplies for park facilities and ground maintenance, requisition maintenance materials and supplies as necessary.
- Respond to public inquiries in a courteous manner; provide information within the area of assignment.
- Prepare park facilities for special events including parades and recreation-sponsored events.
- Estimate time, materials, and equipment required for jobs assigned; requisition materials as required.
- Participate in setting forms, mixing, pouring, and finishing concrete.
- Participate in the installation and maintenance of irrigation systems.
- Oversee, participate, and schedule the custodial care and upkeep of District buildings.
- Oversee, participate, and schedule recreational set-up and takedown schedules.
- May be required to work weekends and or nights.
- Perform related duties and responsibilities as required.

QUALIFICATIONS: To perform this job successfully, and individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Thorough to comprehensive knowledge of: operations, services and activities of a grounds and recreation facilities maintenance program; principles and practices of facilities and grounds maintenance activities; current irrigation system operation and repair techniques; proper watering techniques as applied to individual plant life; principles and practices of plant maintenance including the pruning and trimming of a variety of shrubs.



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- Working to considerable knowledge of: proper uses and methods of a variety of tools and equipment used in facility and grounds maintenance; care, operation and maintenance of a variety of power tools and equipment; safe work practices.
- Thorough to comprehensive ability to: perform and lead others involved in facilities maintenance and grounds keeping; understand and follow oral and written instructions; communicate clearly and concisely, both orally and in writing; work independently in the absence of supervision; establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION and/or EXPERIENCE: High school diploma or General Education Degree (GED). Four (4) years of increasingly responsible experience maintaining park grounds and recreational facilities including one (1) year of supervisory responsibility or any combination of education and experience. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

LICENSE OR CERTIFICATE: Position will require daily access to a vehicle and must possess a valid California driver's license. Must possess at least four (4) of the following licenses/certificates:

1. Pesticide license
2. Playground Safety certification
3. Back Flow license
4. Class "A" license
5. Aquatic Facility Operator (AFO) certification
6. Certified Pool or Spa Operator (CPO) certification
7. Tree Worker or Arborist Certification by the International Society of Arboriculture (ISA)
8. Irrigation certification
9. Horticulture certification
10. Small Engine Repair
11. Heating Ventilation and Air Conditioning (HVAC)

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. 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 stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Required to stand, walk, sit, bend, twist, climb, kneel, reach, push, pull, grasp, pick, pinch, ride and perform similar body movements; the possession of hand/eye coordination sufficient to operate various hand and power tools and a motor vehicle; the ability to talk and hear in person, by telephone or two-way radio; and the ability to see and read instructions and reports. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Office/field environment: exposure to-potentially-hazardous chemicals, heat, cold and inclement weather conditions; work around slippery or uneven surfaces, and around heavy construction equipment. Incumbent may come into contact with cleaning and lubricating chemicals, which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent while inspecting/repairing to sit, stand, walk or bend over for prolonged periods of time when working on irrigation equipment, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally exposed to risk of electrical shock. The noise level in the work



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environment is usually loud. May be required to work overtime, or be required to adjust schedule due to special events.