

# Pleasant Valley Recreation and Park District, CA



## JOB DESCRIPTION

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### PARK MAINTENANCE LEAD WORKER

**Department:** Park Division

**Pay Grade:** F105

**FLSA Status:** Non-Exempt

#### JOB SUMMARY

Under general supervision, provides lead support to Park Supervisor, directs and assists subordinate personnel in performing skilled activities of grounds landscaping, maintenance, facility maintenance and safety 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 in a timely manner. 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, including weekly scheduling, and assigning projects.

#### ESSENTIAL JOB FUNCTIONS

- 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 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 other related duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

High school diploma or General Education Degree (GED) with four (4) years of increasingly responsible experience maintaining park grounds and recreational facilities 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.

### **Special Qualifications:**

Position will require daily access to a vehicle and must possess a valid California driver's license. Must be in possession of at least four (4) certifications in which one certificate pertains to supervision/leadership skills, or twelve (12) hours of human resources classes, two certificates in technical skills, and the remaining certificate in the applicant's choice of licenses/certifications. Must possess at least four (4) of the following licenses/certifications: California Department of Pesticide Regulation Qualified Applicator Certificate (QAC) or Qualified Applicator License (QAL)Pesticide license

- Certified Playground Safety Inspector (CPSI) certification
- Backflow Prevention Assembly Tester (BPAT) Certification
- State of California Class "A" commercial driver's license
- Aquatic Facility Operator (AFO) certification
- Certified Pool or Spa Operator (CPO) certification
- Tree Worker or Arborist Certification by the International Society of Arboriculture (ISA)
- Irrigation certification through the Irrigation Association, California Landscape Contractors Association or from an accredited college or university course or program.
  - Certified Irrigation Technician (CIT)

- Certified Landscape Irrigation Auditor (CLIA)
- California Landscape Contractors Association (CLCA) Water Management certification
- Other irrigation certifications must be pre-approved by Department Head
- Horticulture certification from National Association of Landscape Professionals (NALP), California Landscape Contractors Association (CLCA) or an accredited college or university course or program.
  - Other Horticulture certifications considerations must be pre-approved by Department Head
- Small Engine Repair
- Heating Ventilation and Air Conditioning (HVAC)

**Knowledge, Skills, and Abilities:**

- 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.
- 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.
- 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.

**PHYSICAL DEMANDS**

The work is categorized as heavy. Additionally, the following physical abilities are required:

- Mobility: frequently required to stand, sit, twist, walk, bend; reach, push and pull with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; the possession of hand/eye coordination sufficient to operate various hand and power tools and a motor vehicle; prolonged periods of time.
- Lifting: frequently up to 50 pounds; occasionally up to 100 pounds.
- Vision: constant use of overall vision, frequent reading, and close-up work; occasional color and depth vision. close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Dexterity: frequent use of hands to finger, handle, or feel; frequent grasping, holding, and reaching.
- Hearing/Talking: frequent hearing and talking, in person and on the phone or two-way radio.

- Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.
- Environmental: frequent exposure to noise. 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.

**WORK ENVIRONMENT**

While performing the duties of this job, the employee is occasionally exposed to the risk of electrical shock. The noise level in the work environment is usually loud. May be required to work overtime or be required to adjust schedule due to special events.

*Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.*

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date