

## CITY OF LAKE ELSINORE

### PARKS LEAD WORKER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under direction, leads, oversees, reviews, and performs work activities and duties assigned to weed abatement; assists in the supervision of contracted maintenance work; assumes responsibility for the more difficult and complex tasks; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Parks Lead Worker** is the lead/advanced journey level class responsible for a wide variety of maintenance and construction tasks. Incumbents perform skilled work in the maintenance and repair of park facilities including building, landscape, and irrigation systems. This classification is distinguished from the next lower classification of Maintenance Worker II by the difficulty and complexity of assignments and the performance of lead responsibilities.

#### **SUPERVISION RECEIVED/EXERCISED**

Receives direction from the Director of Parks and Recreation and the Parks Supervisor. Exercises technical and functional supervision over assigned maintenance staff and contractors.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Meet with contractors to coordinate tree removal, tree trimming, and City landscape maintenance.
- Discuss weed abatement billing with customers via phone, email, and/or in person. Meet with customers to show them their lots.
- Assist in the management of the Household Hazardous Waste program and events
- Replace irrigation clocks and fix irrigation systems
- Run various equipment and help maintain equipment
- Establishes positive working relationships with the public and co-workers, representatives of community organizations, state/local agencies, City management and staff.

#### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement

in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot, and cold. The incumbent may use cleaning and lubrication chemicals, which may expose the employee to fumes, dust and air contaminants, and may be exposed to mechanical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, enter confined spaces, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions and often work with constant interruptions. The incumbent may be required to respond to after hours emergency call-outs and perform routing standby duties.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provide the knowledge, skills, and abilities necessary for a Parks Lead Worker. A typical way to obtain the required qualifications is to posses the equivalent of three years experience in park facilities maintenance, or related work, and a high school diploma or equivalent. Supplemental college courses in maintenance management or supervision are desirable.

**License/Certificate:**

Possession of, or ability to obtain a valid class C California driver's license; ability to obtain a valid class A or B driver's license within the first year of employment; ability to obtain certification from the University of California Extension in "safety through maintenance and construction zones," Playground Inspection, and Maxicom Irrigation certification.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following area representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Modern practices, techniques and materials used in maintenance, construction, mechanics and repair of public facility and park operations; operational characteristics of specialized maintenance tools and equipment; principles and practices of irrigation design; familiarity with the Maxicom System; operation, maintenance and repair; methods and techniques of supervision, training and motivation; principles and practices of project design and cost estimating; basic principles of contract supervision; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Oversee and perform maintenance, repair and installation of park facilities. Operate a variety of tools and equipment used in maintenance; estimate time and materials for completion of projects; read and interpret blueprints, diagrams and sketches; prepare drawings and sketches; perform heavy manual labor; drive and operate trucks, hydraulic lifts and maintenance equipment; plan, organize and direct the work of subordinate staff; respond to after hours call-outs as assigned; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response, follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Safely and effectively operate a variety of maintenance equipment, tools and materials; operate an office computer and applicable software.