

## **Recreation Maintenance Crew Leader - 2121**

### **Primary Reason Why Classification Exists**

To perform general labor to semi-skilled work in the maintenance, repair, and construction of buildings and grounds for the Parks & Recreation Department. Assumes Crew Leader responsibilities for maintenance projects or special events.

### **Distinguishing Features of the Class**

An employee in this class performs general labor to semi-skilled work in the maintenance and repair of the Parks and Recreation facilities. This work includes maintenance of ball fields for seasonal sports, indoor facilities, playgrounds, jogging trails, and special events. Duties also include picking up trash and cleaning restrooms and can include performing similar work repairing municipal facilities. Work is performed with some degree of independence since other supervisory personnel may not be present. Work is supervised by a maintenance or operations supervisor and is evaluated on basis of attaining individual and team performance objectives, quantity and quality of work, safety of crew members, and responsiveness to complaints.

### **Illustrative Examples of Work**

- Performs general grounds maintenance work in parks and other areas including general landscaping duties including cutting and pruning trees and shrubs, planting, and mulching; performs mowing, trimming, leaf removal, mulching, spraying, and related ground maintenance activities; cuts back ditch banks; cut/remove limbs and trees as needed; maintains park and playground equipment and buildings; paints facilities and buildings; picks up and disposes of trash, debris and garbage; empties trash containers in areas
- Operates various equipment including tractors with attachments, mowers, weed eaters, shrub/tree pruning equipment, chain saws and hand tools, and various special use trucks
- Inspects and maintains all vehicles and equipment
- Cleans and maintains supplies in park restrooms as well as administrative and buildings
- Inspects park and recreational facilities for safety or vandalism issues and makes repairs
- Prepares and maintains athletic fields; drags and marks-off fields
- Performs minor plumbing, masonry, carpentry, and electrical repairs and minor repairs to the HVAC units
- Sets up rooms and tables/chairs for events including hanging holiday decorations
- Consults with other maintenance crew leaders to coordinate and schedule tasks and projects; may discuss requests by committees; attends meetings and provides information
- Prepares and maintains records and files of work performed; completes work orders; provides recommendations to supervisors in preparation of annual operating budget.
- Assists with hanging baskets, appearance projects and/or recreational events
- Performs related tasks as required

### **Knowledge, Skills and Abilities**

- Thorough knowledge of building and grounds maintenance, landscaping and housekeeping practices and procedures as well as tools, materials, and equipment used in general construction and maintenance work
- Knowledge of small engine repair, carpentry, plumbing and electrical trades
- Knowledge of computer programs and software

- General knowledge of safety precautions applicable to the duties of the class
- Ability to understand and follow both verbal and written instructions; ability to prepare written work orders and reports; ability to express ideas both orally and in writing
- Ability to operate machinery and equipment including computers and related software
- Ability to perform manual labor for extended periods of time in various weather conditions
- Ability to lead a work crew and direct their efforts into completing tasks and projects
- Ability to establish and maintain effective working relationships with others

### **Physical Requirements**

Work in this class is heavy work requiring exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, working, pushing, pulling, lifting, grasping, and repetitive motions. Vocal communication is required to express or exchange ideas. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for depth and color perception, to prepare and analyze written or computer data, inspection of small defects and/or small parts, use measuring devices, assemble or fabricate parts, operate machines, motor vehicles or equipment, determine accuracy and thoroughness of work, and observe general surroundings and activities

### **Working Conditions**

Employee in this class is subject to both inside and outside environmental conditions, extreme cold (below 32 deg F) and heat (above 100 deg F), noise from motorized maintenance equipment (mowers, cutting devices, etc), vibrations, atmospheric conditions, and oils, greases, fumes, dirt, broken pavement, sharps from metal and glass, and biting or stinging insects and possibly reptiles. Employee must wear hearing/visual protection while performing most field work and may be exposed to blood borne pathogens requiring specialized personal protective equipment.

### **Education and Experience**

Graduation from high school or GED equivalency and 3 - 5 years experience in building and grounds maintenance work

### **Special Requirements**

- Valid North Carolina commercial driver's license (CDL-B)
- Pesticide Applicator's License, First Aid, CPR and AED preferred

**FLSA Status:** Nonexempt (eligible for overtime or equivalent compensatory time at 1½ times the employee's regular weekly rate for all hours worked in excess of 40 hours in the City's official work week and not the employee's work schedule)

### **Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description

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of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The employer reserves the right to assign or otherwise modify the duties assigned to this classification.

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