



ORGANIZATION: City of Lincoln City
JOB TITLE: Lead Parks Maintenance Worker
FLSA STATUS: Non-Exempt, Grade 9
UNION: AFSCME
UPDATED: March 2022

PURPOSE OF POSITION: In a lead capacity, perform and direct the activities of a work crew, performing a variety of semi-skilled tasks in the maintenance and upkeep of City parks, recreation areas, Community Center grounds and related facilities and equipment. Maintain work records and submit related reports as scheduled or requested.

ESSENTIAL JOB FUNCTIONS:

In a lead capacity, train, schedule, determine work to be performed, assign and review work, provide input in the hiring and performance evaluation of crew, and participate in duties of assigned crew.

Respond to various questions, resolve problems and provide technical assistance to crews that arise at the work site involving work tasks and the public.

Complete reports related to work activities and maintain related records in both manual and computer formats.

Make recommendations regarding annual budget for operating needs and costs. Research and develop specifications for equipment purchases; estimate costs of proposed work; purchase materials as necessary, within budgetary guidelines.

On occasions when the Supervisor is not available, ensure that minimum compliance requirements are met, that information is given and received to/from the Department Head, that any pre-set deadlines or obligations are met and that any new direction from the Department Head is followed.

Maintain turf areas: mow, aerate, fertilize, and irrigate, control weeds by hand, maintain/repair/replace sprinkler heads and lines and perform other similar activities. Act as a competent person for excavation purposes.

Repair playground equipment as required. Remove ice, snow, debris and other hazards.

Maintain appearance of park and playground areas and Recreation Center by performing a wide variety of tasks, such as minor carpentry, plumbing repairs, raking and removing leaves, hauling and/or chipping brush and limbs, controlling pests and falling trees.

Perform routine building maintenance on park buildings, such as painting, plumbing, carpentry, and other similar tasks not requiring licensing from the State. Maintain and replace park signs.

Maintain annual and perennial flowerbeds in parks landscape areas and other areas as assigned. Apply bark dust/chips. Hang baskets, plant, fertilize, prune, irrigate and weed areas.

Operate various equipment, e.g. mower, forklift, jackhammer, edger, power washers, chain saw, etc. perform routine maintenance and minor repairs on equipment, such as: power mowers, weed trimmers, edgers, power washers, and other grounds keeping and repair tools.

Use Microsoft Office and all City programs, software and systems to perform job duties. This includes using the City's e-mail system to engage in appropriate and professional communications internally and externally as needed to perform job duties.

Maintain professional, respectful, productive and cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas. Correct and/or report unsafe conditions to appropriate personnel. Model safety rules for team. Provide training on safe operation of dump truck and trailer to other Parks and Public Works staff.

Other related duties as assigned.

AUXILIARY JOB FUNCTIONS: Oversee work performance of other crews as assigned. Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Equivalent to a High School education and over six years of related experience, or any satisfactory combination of experience and training that demonstrates the knowledge, skills and abilities to perform the above duties. General knowledge of the materials, methods, techniques, hazards and safety precautions used in grounds, parks, and related facility maintenance. Experience operating heavy equipment machinery (i.e. backhoe, grader), carpentry, light electrical, plumbing, machine repair, sheet metal, irrigation scheduling and repair. Pass and keep current certification for Playground Safety Inspector. Demonstrated leadership/delegation and training skills, excellent communication, mathematics, organization, computer (Word, Excel), time and budget management and attention to detail.

SPECIAL REQUIREMENTS/LICENSES: Possession of a Work Zone Traffic Control certification and current CPR/First Aid card or the ability to obtain one within six months of appointment and the ability to maintain one throughout employment.

DESIRABLE REQUIREMENTS: Previous grounds and/or building maintenance experience. Possession of a competent person certification for excavation purposes within six months of appointment.

Previous lead or supervisory experience. Playground inspector testing.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to stand, sit, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Many duties are physically demanding requiring moving materials weighing up to 80 pounds. Movement of materials weighing up to 25 pounds may consume up to 15% of the work period. Activity and types of duties performed require manual dexterity and coordination. During the spring, the frequency of lifting up to 75 pounds can increase to up to daily. Manual dexterity and coordination are required over 75% of the work period as duties require regular operation of motorized vehicle and use of hand and power tools. Movement of materials between 30-50 pounds may consume up to 25% of the work period. In addition, working at heights of up to 35 feet is required as well as working on a highway median or raised up a tree on a boom truck.

WORKING CONDITIONS: The majority of duties take place outside of buildings with exposure to all types of weather conditions and on a year-round basis, dirt, oil, grease, fumes, traffic, noise and chemicals. Position is subject to on-call requirements after normal work hours.

SUPERVISORY RESPONSIBILITIES: In a lead capacity, responsible for up to four FTE and seasonal employees.

SUPERVISION RECEIVED: Works under the general supervision of the Parks and Open Space Supervisor.