

Cottonwood Heights



Job Description

Title:	Parks Maintenance Crew Leader	Code: 1225
Division:	Public Facilities	Grade: 13
Department:	Public Works	Last Revised: 6/30/16

GENERAL PURPOSE

Under general supervision, assigns and reviews the day-to-day activities of one or more parks maintenance crew; oversees tree trimming operations and open space care for parks, right-of-ways, and other city property. This individual is also expected to be able to perform the physical labor necessary accomplish the job functions that they supervise in order to train or accomplish the task if necessary.

SUPERVISION RECEIVED

Works under general supervision of the Public Works Director.

SUPERVISION EXERCISED

Coordinates the deployment of full-time and seasonal parks employees for maintenance activities.

ESSENTIAL FUNCTIONS (Performs Some Or All Of The Following)

Park, Tree and Open Space Maintenance: Provides field or on-the-job training.

Assigns, coordinates, and reviews the work of maintenance workers assigned to parks and open space; explains procedures and resolves day-to-day questions from crew members; mows lawns and open spaces along roads, including operating equipment such as riding lawn mowers, tractor gang mowers, weed trimmers, and pickup trucks.

Applies insecticides, herbicides, and fertilizers using a variety of application equipment/techniques.

Assists maintenance workers and equipment operators in completing work tasks. Inspects parks to identify special maintenance and care needs.

Performs landscaping and grounds keeping work as needed to maintain attractive environs.

Assists in the maintenance and repair of equipment, vehicles, and tools. Monitors operations for compliance with safety standards.

Recommends ordinances, policies, and regulations; when required by State and Federal law for the safe and enjoyable use of parks and open spaces. Monitors the parks and open space conditions and enforces maintenance standards pertaining to park equipment and facilities.

Participates in social media and public outreach efforts to keep the public informed of ongoing operations, maintenance, and special conditions.

Ensures that appropriate traffic control devices and personnel are adequate to facilitate temporary traffic control and traffic calming functions ensuring safety for staff and the general public during work operations.

Cottonwood Heights is an Equal Opportunity Employer

The Human Resource Office will provide reasonable accommodations for any applicant during the examination and selection process. If you have special needs, please call 801 944-7021. Cottonwood Heights does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

Oversees and ensures the timely licensing and registration of city equipment and vehicles assigned to this department; ensures that routine maintenance is being done; follows general preventative maintenance schedules related to fluid levels, air pressures, electrical functions, hydraulics, etc.

Seasonal Projects: Participates in tasks related to community celebrations and events, i.e., fireworks, parade floats and seasonal banner installation and take-down; adapts to the needs of the department to support other public works functions.

Snow Removal: Assists with snow removal and plowing activities as needed; maintains equipment for snow removal and ensures that city roads are safe and passable.

Emergency Preparedness: Ensures that storm water facilities, infrastructure, and staff are prepared for emergency situations and able to respond with promptness and efficiency in accordance with FEMA regulations.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school;

AND

B. Three (3) years full-time experience in grounds keeping, construction, concrete, and general maintenance and repair.

OR

D. An equivalent combination of education and experience.

2. Required Functions, Knowledge, Skills, and Abilities:

Knowledge of operating basic manual and power tools; the standard practices, methods, materials and tools necessary for the safe operation and maintenance of parks and open space facilities; hazards common to heavy equipment operation; safety standards related to confined entry and, irrigation systems etc.; state or federal regulations governing installation and maintenance of irrigation systems; backflow prevention; water quality laws; interpersonal communication skills.

Working skill in various crafts, i.e., tree trimming, irrigation systems; splash pads; playground equipment; skill in operating heavy equipment and common power tools, bucket truck, backhoe, pruning shears, tree saw, ATV, etc.

Ability to operate heavy equipment of various kinds under varying conditions; perform heavy physical labor; develop and maintain effective working relationships with co-workers, elected officials, local agencies and the general public; communicate effectively, both verbally and in writing; work from blueprints; tolerate weather extremes in the work environment; ability to perform basic mathematical computations in reading and using various meters, gauges and related devices.

3. Special Qualifications:

Must possess or be able to obtain a Non-commercial Pesticide Applicator's license and a State Commercial Driver's License (CDL) within three (3) months of hire.

Must possess an International Society of Arboriculture (ISA) or equal certification as an arborist. Must be a certified Flagger or able to obtain certification within six (6) months.

Must pass a pre-employment background check and drug screen.

Cottonwood Heights is an Equal Opportunity Employer

The Human Resource Office will provide reasonable accommodations for any applicant during the examination and selection process. If you have special needs, please call 801 944-7021. Cottonwood Heights does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

4. Work Environment:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching and lifting. Talking, hearing and seeing essential to performing required job functions. Common eye, hand, finger dexterity are required. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking. Daily local travel required in normal course of job performance. Daily exposure to weather extremes and safety hazards associated with working in the public right-of-way.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)

Cottonwood Heights is an Equal Opportunity Employer

The Human Resource Office will provide reasonable accommodations for any applicant during the examination and selection process. If you have special needs, please call 801 944-7021. Cottonwood Heights does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.