



## Lead Parks and Facilities Maintenance Worker

### DEFINITION:

Under direction; plans, organizes, trains, oversees, and participates in a variety of activities related to repairing and maintaining District facilities including, buildings, parks and beaches. Uses and operates a variety of manual and power tools and light to heavy power-driven equipment; and provides technical and specialized assistance to the Administrative Manager.

### SUPERVISION RECEIVED AND EXERCISED:

Receives direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level staff and volunteers.

### CLASS CHARACTERISTICS:

This is the advanced journey-level classification in the Parks and Facilities Maintenance Worker series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgement. Positions in the classification rely on experience and judgment to perform the most complex duties required to ensure that District's parks and facilities are maintained in a safe and effective working condition. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods to deliver services and complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only):

*Reasonable accommodations may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions of the job.*

- Provides technical and functional direction to assigned staff; reviews and controls quality of work; participates in the work including performing the most difficult, complex, and specialized duties relative to the area of assignment.
- Plans, schedules, prioritizes, and assigns maintenance and repair work in consultation with assigned supervisor, communicates status of repairs to appropriate personnel, working cooperatively to schedule repairs in accordance with established and special operational priorities; instructs staff in work procedures.
- Trains employees and seasonal staff in work methods, use of tools and equipment, and relevant safety precautions.
- Inspects District parks, beaches and facilities for maintenance needs and recommends appropriate actions; develops work plans, procedures, and schedules.
- Estimates costs of construction and maintenance work, supplies, equipment, and materials; orders supplies and equipment for work projects; maintains records of purchase orders; monitors expenditures.
- Inspects and evaluates work in progress and upon completion to assure that repairs, maintenance, and project activities are performed in accordance with District standards and specifications.

- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Reads and interprets blueprints, landscape plans and specifications.
- Attends training, meetings, workshops, etc., as required to enhance job knowledge and skills.
- Responds to requests and complaints from the public and answers questions or refers to supervisor, as necessary.
- Maintains and repairs as needed various building and facility issues including minor plumbing, electrical, HVAC and painting work.
- Operates snow removal equipment.
- Acts as project leader on special projects.
- Maintains accurate records and logs of daily activities, using appropriate computer software applications.
- Responds to and performs emergency repairs and other emergency services as necessary.
- Ensures staff compliance with District and mandated safety rules, regulations, and protocols.
- Inspects, monitors, and oversees the maintenance of landscaping and facilities maintenance for District parks and facilities.
- Monitors the work of outside contractors when performing work for the District parks and facilities division.
- Perform other related duties as assigned.

<b>MINIMUM QUALIFICATIONS:</b>
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*Any Combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:*

#### **EDUCATION AND EXPERIENCE:**

Equivalent to completion of the twelfth (12<sup>th</sup>) grade, and four (4) years of increasingly responsible facilities and parks maintenance program experience, or two (2) years as a Parks & Facilities Maintenance Worker II with the District and demonstrated ability and knowledge.

An associate degree and/or experience in performing lead duties or supervision is highly desired.

#### **KNOWLEDGE OF:**

- Principles of providing functional direction and training.
- Principles, practices, and methods of construction, maintenance and repair of a variety of District parks, beaches and facilities.
- The operation and maintenance of a variety of hand and power tools and light to heavy power equipment.
- The operation of vehicles including turf maintenance and snow removal equipment.
- Operational characteristics of construction maintenance and repair equipment.
- Occupational hazards and safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Principles and practices of landscape and irrigation design, construction, and maintenance.
- Basic mathematics.
- Applicable Federal, State, and local laws, codes, and regulations, including administrative policies and procedures.
- Record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- District and mandated safety rules, regulations, and protocols.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

#### ABILITY TO:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Oversee and participate in maintenance and related projects in the parks and facilities division.
- Perform construction, modification, maintenance, and repair work on parks and facilities division infrastructure and facilities.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Safely and effectively use and operate a vehicle, hand tools, mechanical equipment, power tools, and equipment required for the work; perform routine equipment maintenance.
- Identify landscape problems.
- Maintain accurate logs, records, and basic written records of work performed.
- Give, as well as understand and follow, oral and written instructions.
- Make accurate arithmetic calculations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

#### LICENSES AND CERTIFICATIONS:

##### Required

- Possession of a valid driver's license along with a driving record acceptable to the District and the District's insurance carrier.

##### Desired

- Depending on assignment, possession of specialized certification as may be desired by the District. (Certified Playground Safety Inspector, Pesticide applicator/advisor or ISA Arborist certification as examples).
- AWWA Backflow Prevention Assembly Tester License desirable.

<b>TOOLS AND EQUIPMENT USED:</b>
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Motorized vehicles such as bobcat, tractors, front end loaders and fork lifts; light and heavy-duty tools and equipment such as snowblowers, snowplow and infield maintainers; hand and power tools such as skill saw, table saw, pressure washers, ladders, telephones, cell phones, two-way radio; personal computers, word processing, and other office support systems and various related power tools used in parks maintenance, data gathering, and/or record keeping.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the Americans with Disabilities Act (ADA) requirements. Reasonable accommodations may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; possible entry into confined workspaces, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight up to 60 pounds to a maximum of 100 pounds, all cases with the use of proper equipment and/or assistance from other staff.

**ENVIRONMENTAL CONDITIONS:**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, vermin, insects, and parasites, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.