

City of
EDMONDS
Washington

PARKS MAINTENANCE LEAD WORKER

Department:	Parks, Recreation & Cultural Services	Pay Grade:	M
Bargaining Unit:	Teamsters	FLSA Status:	Non-Exempt
Revised Date:	June 2013	Reports To:	Parks Maintenance Manager

POSITION PURPOSE: Under general direction, plans, organizes and oversees all phases of parks maintenance functions including: design, installation, and repair of infrastructure and parks facilities (including municipal pool); schedules and assigns staff; performs necessary maintenance in parks to provide safe and enjoyable park experiences for visitors; maintains necessary records and logs; acts as Cemetery Sexton and Parks Maintenance Manager during absences.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Coordinates and assigns daily work activities; coordinates schedules and tasks and verifies that tasks are achieved.
- Meets regularly with staff to discuss and resolve daily priorities, workload and technical issues and makes effective suggestions and recommendations.
- Inspects work performed to assure quality work products, effective use of resources; coaches and trains staff and verifies that standards are met.
- Plans and coordinates all phases of parks maintenance.
- Performs parks maintenance tasks as needed including: pruning, planting, cleaning beds, picking up litter and trash, cleaning restroom facilities, repairing vandalism, fertilizing turf and plants and applying chemical applications using a variety of equipment.
- Designs and installs City landscapes as needed including any carpentry or masonry work.
- Maintains municipal pool and assists with cemetery operations and maintenance.
- Installs and repairs irrigation systems as needed.
- Operates a variety of heavy equipment such as: a backhoe, loader and chipper; performs regular preventative maintenance and needed repairs and maintains related logs and records.
- Sprays landscape areas with herbicides and pesticides as needed.
- Maintains necessary records and logs for all parks maintenance, service and safety activities and functions.
- Responds to citizen requests, questions and complaints or forwards them onto supervisor for appropriate action.
- Serves as the City arborist.
- Provides support to the Department/Division on matters as directed
- May serve as staff on a variety of committees and prepares and presents staff reports and other necessary correspondence.

JOB DESCRIPTION

Parks Maintenance Lead Worker

- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields related to area of assignment and incorporates new developments as assigned.
- Ensures processes, policies and practices are interpreted and applied consistently and effectively within assigned responsibilities.

Required Knowledge of:

- Operational characteristics and services related to parks maintenance.
- Basic practices, principles, procedures and regulations of park maintenance and operations activities.
- Maintenance of swimming pools including repair of filtration systems and application and regulation of chemicals.
- Design, installation and repair of irrigation systems and landscaping design and construction.
- Maintenance (including preventative) and repair of parks maintenance equipment.
- Record-keeping techniques and report preparation.
- Health and safety regulations and pesticide application.
- Federal, state, and local laws, rules, and regulations related to assigned work.
- Effective oral and written communication principles and practices.
- Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets and statistical databases.
- English usage, spelling, grammar, and punctuation.
- Basic principles of business letter writing.
- Lead work and training principles, methods and techniques.

Required Skill in:

- Installing and maintaining City landscaping, irrigation systems, municipal pool maintenance and related equipment.
- Operating a variety of tools and equipment utilizing them properly and safely.
- Analyzing situations accurately and adopting an effective course of action.
- Observing and adhering to health and safety regulations.
- Utilizing personal computer software programs and other relevant software affecting assigned work.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Applying project management techniques and principles.
- Preparing and maintaining routine records, logs, and reports.
- Communicating effectively verbally and in writing.
- Leading, training, and delegating tasks and authority.

MINIMUM QUALIFICATIONS:

Education and Experience:

Associates Degree in Horticulture Sciences, Landscape Design, Grounds or Facilities Maintenance, or related field and five years of experience in landscape construction and design, landscape or turf maintenance, or grounds maintenance that includes two years of design and installation of irrigation/sprinkler systems; OR an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Valid State of Washington Driver's License; CDL License Class A or B preferred.

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Washington State Public Pesticide Applicators License.
Backflow tester certification preferred.
Valid Flagging Certification.
Valid CPR, First Aid, AED, and Bloodborne Pathogen Cards.
Must be able to successfully complete and pass a background check.
Mandatory drug test subject to conditional job offer.

WORKING CONDITIONS:

Environment:

- Indoor and outdoor work environment.
- Driving a vehicle to conduct work.
- Regular exposure to fumes, dust and odors.
- Noise from equipment operation.

Physical Abilities:

- Hearing, speaking and otherwise communicating to exchange information in person or on the phone.
- Operating a computer keyboard and other office equipment.
- Reading and understanding a variety of materials.
- Sitting, standing, walking or otherwise positioning oneself for extended periods of time.
- Ascending/descending ladders and working from heights.
- Lifting/carrying or otherwise moving or transporting up to 50 lbs.
- Reaching overhead, above shoulders and horizontally.
- Wearing proper personal protective equipment as required by department or City policy.
- Bending, kneeling or crouching, reaching overhead, above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.

Hazards:

- Working around and with sometimes noisy machinery having moving parts.
- Exposure to chemical fumes and pesticides.
- Working at heights.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____