



DATE	April 2023
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Maintenance Crew Leader II
 DEPARTMENT/DIVISION: Parks Maintenance
 REPORTS TO: Varies

SUMMARY: Responsible for serving as a lead and coordinating the work of grounds maintenance crews. Duties include: scheduling groundwork, crews, equipment, and maintenance projects; operating small engine and heavy equipment; completing work orders; renting equipment; and, purchasing supplies. Trains and monitors employee work and provides input into annual employee performance evaluations. Work is performed with limited supervision.

ESSENTIAL JOB FUNCTIONS:

- Serves as a lead to lower level grounds maintenance crews, which includes: assigning and monitoring work; providing direction; organizing daily activities; evaluating the quality of work performed; and/or, performing other related activities.
- Performs a variety of landscape maintenance activities, which includes: mowing, trimming, edging, raking, fertilizing, aerating, and watering lawns, grounds, and other areas; planting, weeding, mulching, and spraying plant bed areas; planting, pruning, trimming, and removing trees; and/or, performing other related activities.
- Picks up and removes trash from medians, parks, greenbelts, creeks, drainage areas, ponds, right-of-ways, and/or other open spaces.
- Inspects assigned areas, corrects and/or reports safety hazards.
- Maintains and operates a variety of hand and power tools and equipment including hand and power mowers, small tractors, generators, weed cutters and chippers, spreaders, edgers, blowers, hedge trimmers, chain saws, rakes, shovels, hoes, brooms, sand spreader, and other tools. Drives a variety of trucks and other vehicles.
- Monitors and maintains appropriate inventory levels in assigned area of responsibility to ensure efficient division operations.
- Coordinates and monitors the work of external contractors and vendors.
- Observes safe work methods and uses safety equipment. Secures work sites from hazards as needed.
- Performs other duties as assigned

POSITION SPECIFIC JOB FUNCTIONS:

Ballfields

Serves as a lead and participates in performing a wide variety of activities in

support of the preparation and maintenance of athletic fields, which includes: participating in the renovation and construction of athletic fields; painting lines on a variety of athletic fields; chalking and cleaning base pins; installing bases; performing infield irrigation repairs on baseball and softball fields; installing tents and temporary fencing for special events; repairing fences, base pins, bleachers, soccer goals, foul poles, and related items; shoveling and raking sand; and/or, performing other related activities.

Mowing/Ground Maintenance

- Serves as a lead and participates in performing a wide variety of activities in support of grounds maintenance, which includes: coordinating work order completion; mowing grass areas; weed eating around poles, guard rails, trees, and other applicable items; and/or, performing other related activities.

Construction

- Serves as a lead and participates in performing a wide variety of activities in support of playground areas and parks, which includes: inspecting and repairing playground equipment and surface materials; performing facility inspections; removing graffiti; cleaning and sanitizing restrooms; power washing pavilions, walls, sidewalks, and restrooms; concrete/wood work and/or, performing a variety of other related activities.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Lead responsibility over assigned crewmembers.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of methods and techniques of planting, transplanting, cultivating, pruning and maintaining a variety of lawns, ground cover, plants, shrubs, hedges and trees.
- Knowledge of methods and techniques of asphalt repair and maintenance of streets, alleys and sidewalks.
- Knowledge of basic arithmetic, including proportions and volume.
- Knowledge of principles and practices of basic landscape maintenance, including pruning and plant care.
- Knowledge of the operation and minor maintenance of various vehicles and equipment used in grounds maintenance work or pothole maintenance and snow and ice control.
- Knowledge of practices and procedures of maintenance work and activities in assigned specialty area;
- Knowledge of inventory management principles and practices;

- Knowledge of procedures and requirements of the Texas MUTCD regarding work zone traffic control.
- Skilled in prioritizing and assigning work to lower level staff;
- Skilled in utilizing landscaping tools and equipment;
- Skilled in writing, reading and comprehending instructions in English;
- Skilled in performing varied vegetation control and landscape maintenance work in a safe, efficient manner;
- Skilled in maintaining appropriate levels of inventory;
- Skilled in monitoring the work of external contractors and vendors;
- Skilled in performing manual labor;
- Skilled in operating, maintaining, and repairing a variety of hand and power tools;
- Skilled in performing a variety of grounds maintenance and vegetation control activities;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D.
- Two years related grounds maintenance or asphalt maintenance experience.
- Requires a valid State of Texas Class A Driver's License.
- Must obtain a valid State of Texas Class A-CDL within 9 months of employment

PREFERENCES:

None.

WORKING CONDITIONS:

- Frequent climbing, balancing, reaching, sitting, standing, walking, stooping, kneeling, crouching, talking, seeing, hearing, smelling, and manual dexterity.
- Occasional lifting and carrying of over 100 pounds.
- Work is typically performed in an outdoor environment, with potential exposure to adverse weather conditions.
- Work is occasionally performed in close quarters, high and precarious places, and near moving mechanical parts.
- Potential exposure to risk of electrical shock, propane gas, traffic, vibration, fumes, and airborne particles.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.