

CITY OF SOLVANG
JOB DESCRIPTION
LEAD MAINTENANCE WORKER - PARKS

This is not an individualized job description. It defines the general character and scope of responsibilities. It is not intended to describe and does not necessarily list every duty for a position.

DEFINITION

Under the direct supervision of the Maintenance Supervisor, performs highly skilled maintenance and administrative work. This is considered a senior level Journeyman position. The Maintenance Division consists of two sub-divisions, Public Works Maintenance and Parks Maintenance. A Lead Maintenance Worker assists the Maintenance Supervisor in coordination of activities for the sub-division. Under the supervision of the Maintenance Supervisor, the Lead Maintenance Worker typically oversees day-to-day operations, coordinates schedules for the division, requisitions supplies, and assists with longer term planning for the sub-division work assignments and goals. May need to work flexible hours (depending on weather) including rotating weekend work and may train less experienced staff. On-call duty requirement as directed by supervisor.

Parks Maintenance Sub-Division Lead:

Under the direct supervision of the Maintenance Supervisor, performs skilled landscape work and maintenance of City Parks, Open Space, Parking Lots, and City facilities. Appointment to this level requires the employee to perform substantially the full range of duties for the class. This position will, from time to time, perform routine assignments for the Public Works Maintenance Sub-division and different departments on an as needed basis. SUPERVISION RECEIVED AND EXERCISED

- Receives general direction from the Maintenance Supervisor and work as assigned.
- Provides oversight and training for entry level staff.

LICENSE REQUIRED

Possession of an appropriate valid California driver's license.

ESSENTIAL FUNCTIONS

- Meets the physical requirements necessary to safely and effectively perform required duties.
- Knowledge of basic operation and maintenance of light and heavy equipment.
- Knowledge of landscaping and open space principles.
- Knowledge of the use, function, operating characteristics, maintenance requirements, and basic repair of a variety of maintenance and construction equipment used in public works maintenance, repair, and construction projects.
- Knowledge of methods, materials, and practices utilized in public works maintenance and construction projects.
- Scheduling coordination.
- Ability to provide input for long-term planning and goal setting.
- Make daily field decisions.
- Properly operate a variety of light and heavy equipment, as assigned.
- Understand and follow oral and written instructions.
- Establish and maintain effective work relationships with those contacted in the performance of required duties and maintain positive interactions with the public.

Meet & Confer Approval: pending

- Work independently in the absence of supervision.
- Keep accurate records.
- Work with all supervisors and perform duties as assigned.
- Ability to calculate and submit purchase requests.
- Ability to use personal computer, including Microsoft products and other scheduling and work order software applications.
- Receive reservation requests for park facilities from the Recreation coordinator.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

Provides skilled and unskilled maintenance work related to parks and other public facilities, such as:

CUSTOMER SERVICE

- Represents the City and provides general information and assists the public, Citystaff, outside groups, agencies and vendors, as needed.
- Respond to customer complaints and requests for parks related services; discuss service requests with the public in the field and resolve problems.
- Participates as an active team member in helping other departments and staff in the City on special projects, or during peak times.
- Assists the Recreation staff with community events/programs, as needed.

LANDSCAPE MAINTENANCE

- Landscape maintenance, to include mowing, cultivating, pruning, weeding, renovating and fertilizing, grass, plants, trees, flowers, and shrubs.
- Operate power mowers, chain saws, rototillers, aerators, hedgers, spreaders, edgers, air compressors, and other power tools and equipment.
- Operate loader/backhoe, dump truck, and other City vehicles and equipment.
- Prepare daily reports detailing daily production and work activities performed; track materials used in activities and equipment needed to perform duties.
- Establish schedules and methods for providing maintenance services; identify resource needs; review needs with appropriate staff; allocate resources accordingly.
- Authorize purchases for operational materials; ensure equipment is purchased in compliance within established guidelines.

IRRIGATION SYSTEM MAINTENANCE

- Install, maintain, and repair irrigation systems.
- Perform routine inspections of all systems to ensure proper working order to prevent leaks, and/or excessive irrigation.

PARK/OPEN SPACE MAINTENANCE

- Cleaning and sanitizing park restrooms using industry standard techniques.
- Requisition supplies for park restrooms and all landscape supplies.
- Schedule meetings with vendors and salesmen in order to purchase all necessary supplies, equipment and service.
- Create and submit purchase requisitions as required.
- Empty and clean trash receptacles located throughout the City parks and open space.
- Maintain in proper working condition (to include minor/major) repairs, fences, benches, drinking fountains, sidewalks, skate parks, tennis courts, softball field, and sand volleyball courts.

SAFETY

- Utilize safe work procedures necessary to protect the employee, fellow workers, and the public.
- Maintain appropriate and accurate service records for equipment and materials.

OTHER

- Carry a mobile phone while on standby duty.
- Perform other duties as assigned.

MINIMUM REQUIREMENTS

- Meets the physical requirements necessary to safely and effectively perform required duties.
- Working knowledge of the skills necessary for the basic operation and maintenance of light and heavy equipment.
- Working knowledge necessary for the use, function, operating characteristics, maintenance requirements, and basic repair of a variety of maintenance equipment.
- Demonstrated knowledge of methods, materials, and practices utilized in park and landscape maintenance.
- Possess very good oral and written communication skills including techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Basic computer skills and knowledge of MS Office computer software.
- The ability to establish and maintain effective work relationships.
- Knowledge of safe work procedures necessary to protect the employee, fellow workers and the public.
- Ability to work independently in the absence of supervision.
- Basic math skills.
- Knowledge of basic record keeping and report preparation techniques.
- Ability to respond to work site for emergencies within 30 minutes of call/notification.
- Must successfully pass a background check.

PREFERRED REQUIREMENTS

- AA Degree in Environmental Horticulture or related field
- Pesticide applicator license
- Certified Arborist/Urban Forester
- Two or more years of landscaping/grounds keeping maintenance experience

PHYSICAL DEMANDS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

Strength: Medium – Exert force of 25-50 pounds occasionally, or 10-25 pounds frequently or 10 pounds constantly to lift, carry, push, pull, or move objects. Frequently remain in a stationary position, or in motion; bend, stoop, crouch, push/pull, twist at the waist, handle, grip, grasp, reach above at or below shoulder level. Occasionally sit, crawl, kneel, climb stairs, ladders and scaffolding, fingering, frequent extension of the neck from side to side, occasionally downward and upward. Driving a motor vehicle, with and without passengers.

Vision: visual acuity sufficient to perform the essential functions of the position; average depth perception needed.

Communication: Ability to effectively verbally communicate to exchange information both in the field and in an office environment; to hear and comprehend oral instructions and communications, and to effectively hear construction and traffic noise in the field.

ENVIRONMENTAL CONDITIONS

Work occasionally indoors and frequently outdoors; frequently working around machinery and moving parts. Frequent exposure to excessive noises; some exposure to water, chemicals, hazardous materials, heavy lifting, remaining stationary, moving, standing, climbing. May work at heights, in confined spaces, and in inclement weather conditions. Occasional exposure to extreme temperatures, dust fumes, smoke, gases, and odors, chemicals, solvents, grease, or oil, flames/smoke, slippery or uneven walking surfaces. Rarely work at unprotected heights, frequently drives or operates vehicles/equipment, Work both independently and with others. Work in parks, buildings, water distribution, wastewater collection system, and wastewater treatment plant environments.

EDUCATION

High School diploma or equivalent required; ability to read, write and communicate at a level sufficient to carry out assigned duties; Minimum of five years' experience in the general field of Public Works Maintenance, including the operation of light or heavy equipment.

EXPERIENCE

A minimum of two years of supervisory responsibilities in the general field of landscape maintenance, including the operation of light or heavy equipment.

This is to acknowledge that I have received a copy of this job description and understand its contents.

Employee Signature
