



Effective: \_\_\_\_\_  
City of Sweet Home  
Crew Lead Parks Job Description  
FLSA Exempt

AFSCME: SWHO 1111 18 January 2021

Approved by: [Signature] 21 DEC 2020

## **CREW LEAD PARKS**

The City of Sweet Home values trustworthy employees with a positive attitude who are willing to offer great service, are committed to customer satisfaction and actively support and uphold the City's mission and values. Professionalism, tact, and strong interpersonal skills are important to be an effective and efficient team member. Day to day responsibilities are unique to each role but contribute to a common direction and a collaborative work environment. Regular attendance is essential for continuity, productivity, and success. Practicing good judgement which exemplifies integrity is essential. Employees are to be responsible and accountable for their work and treat others in a respectful and supportive manner. The City encourages employees to develop themselves professionally and personally.

### **A. SUMMARY:**

In a lead capacity, perform and direct the activities of a work crew performing a wide variety of Public Works tasks in the construction, maintenance and repair of the City's parks and facilities. Operate all types of public works equipment and ensure safe work practices of crew. Maintain work records and submit related reports as scheduled or requested.

In a lead capacity, train, schedule, determine work to be performed, assign and review work, participate in providing input in the hiring and performance evaluation of crew, and participate in duties of assigned crew including: building and grounds maintenance of all City facilities and City parks, construct and maintain pathways and trails, operate light and medium equipment, mix and apply chemical sprays, etc.

### **B. SUPERVISION RECEIVED AND EXERCISED:**

This Crew Lead worker position involves a high level of skills in construction and maintenance work. In lead capacity, responsible for up to three FTE and three temporary/seasonal workers in which, this position carries out technical and functional supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; directing work; addressing complaints and resolving problems.

Is under the general supervision and uses independent judgment on a routine basis as directed by the Maintenance Supervisor.

### **C. EXAMPLES OF DUTIES:**

The duties listed here are intended for illustration. The omission of any assignment does not exclude it from the position.

1. Supervises and evaluates temporary municipal maintenance worker(s), Intern(s), and other department staff as assigned.

2. Attends professional development workshops and conferences to keep abreast of trends and developments in the field.
3. Represents the City of Sweet Home by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor. Regards everyone, internal and external, as a customer and delivers the best service possible in a respectful and patient manner.
4. Serves as a member of various City committees or work groups as assigned.
5. Assist in special projects and events within parks.
6. Perform full range of grounds maintenance tasks: trash and graffiti removal, mow, rake, edge, sweep, prune, irrigate, fertilize, and repair vandalism.
7. Monitor and utilize programmable lock system to allow access to users at facilities throughout the parks.
8. Performs interior and exterior painting, maintenance and minor repairs on equipment, facilities, and buildings.
9. Make recommendations regarding annual budget for operating needs and costs. Research and develop specifications for equipment purchases; complete material take-off lists from blueprints; estimate costs of proposed work; and purchase materials as necessary within budgetary guidelines.
10. Clean and maintain all bathrooms in parks and at the Pleasant Valley Boat Ramp.
11. Makes minor repairs to buildings, fixtures, fences, signs, etc.; fabricates equipment and material with the use of welding, plumbing or carpentry equipment.
12. Ensure availability, purchase and delivery of necessary parts and materials at job sites.
13. Participate in monthly Park Board meetings, representing Public Works' field activities within the City owned Parks and related Facilities.
14. Act as Public Works liaison between the City and the Community's Beautification Committee, working with their volunteers ensuring projects are coordinated and safe practices are adhered to.
15. Ensure compliance by crew and follow all safety rules and procedures established for work areas.
16. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
17. Ability to write routine reports and correspondence.
18. Ability to speak effectively before groups of customers or employees of organization.
19. Assists other staff in the performance of their duties as assigned.
20. Maintains regular job attendance and adherence to working hours.
21. Operates a motor vehicle safely and legally.
22. Performs other duties as assigned by supervisor.

**D. WORK ENVIRONMENT/PHYSICAL DEMANDS:**

*Essential duties require the following physical abilities and work environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. In the performance of job duties, the employee is frequently required to walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel, and operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.
2. Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

3. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and, the ability to adjust focus.
4. Manual dexterity and coordination are required to perform the work. This is used while operating equipment such as computer keyboards; calculator; and telephones.
5. In the performance of the job duties, the employee will occasionally work in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

#### **E. ADDITIONAL POSITION REQUIREMENTS:**

##### **Ability To**

1. Communicate effectively orally and in writing with architects, contractors, developers, property owners, supervisors, employees, and the general public; and establish effective working relationships.
2. Effectively present information in one-on-one and small group situations to customer, clients, and other employees of the organization.
3. Interact with agitated community members in a productive, objective, and equitable manner.
4. Ability to understand and follow oral instructions.
5. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
6. Ability to deal with problems involving several concrete variables in standardized situations.
7. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
8. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
9. Develop and sustain positive, cooperative, team oriented working relationships with supervisor, co-workers, and ancillary staff.
10. Conduct and understand statistical calculations and be prepared to make presentations as needed.
11. Prepare and interpret maps and other graphical presentations.
12. Learn and apply city ordinances, state statutes, and state administrative rules.
13. Read and write a variety of documents, including correspondence, proposals, and other persuasive and informative materials.
14. Apply common sense understanding to carry out instruction furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
15. Communicate effectively and professionally with diverse audiences, including the public, the City Council, and City staff at all levels.
16. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
17. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
18. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
19. Form efficient and effective working relationships with other employees and the public.
20. Work in a busy environment with multiple activities and customers.
21. Ability to perform heavy manual labor for extended periods.

22. Accommodate a work schedule that may require work on weekends.
23. Be at work on time. Be available for work. Give a full day's work.
24. Respond in a positive manner to directions.
25. Learn present jobs as well as new jobs within the scope of the position. Adjust to change.
26. Maintain work areas in a clean and orderly manner.
27. Get along with others.
28. Learn, know, and follows the rules, policies, practices and procedures of the department.
29. Be physically and mentally fit for work.

#### **Knowledge of**

1. Considerable knowledge of appropriate materials, methods, tools, equipment, and practices involved in the construction maintenance and repair of Public Works facilities. Learn, know, and follows the rules, policies, practices and procedures of the department.
2. Considerable knowledge the proper operation and maintenance of vehicles, tools and equipment, practices, methods, hazards and safety precautions used in the maintenance and repair of parks and facilities; equipment servicing methods and techniques; general computer literacy; and general personnel and supervisory practices.
3. Irrigation systems including automatic timers, Repairs and maintains repairs broken irrigation heads, valves, and lines; applies proper level of water to grounds.
4. Know and follow the rules, policies, practices, and procedures of the department.

#### **Required Knowledge and Skills**

In the performance of job duties, the employee will use a personal computer and various software programs; motor vehicle; calculator; digital camera and/or video recorder; portable radio; phone; copy and fax machines; and other related tools and equipment.

#### **License and Certificate**

##### **MANDATORY REQUIREMENTS:**

A valid State of Oregon Motor Vehicle Driver's License is required. Ability to gain a State of Oregon motor vehicle commercial driver's license (CDL) is desirable. Herbicide and pesticide certification or the ability to obtain in 12 months.

#### **Experience and Education**

One-year certificate from college or technical school preferred. Equivalent to high school education and two years of general maintenance work with experience in power equipment operation, or an equivalent combination and experience, a minimum of one year work within a park preferred, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.