



## JOB DESCRIPTION

### Senior Maintenance Lead Worker Parks

Date Prepared: July, 2022

**SUMMARY:** Under limited supervision, assigns, supervises, and reviews the work of crews engaged in various Parks projects and activities; may perform the responsibilities of the Parks Supervisor in their absence; performs related duties, as required.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Oversee daily operations of field and maintenance and project crews.
- Establish daily work schedules and set timeframes for work assignments and projects.
- Participate in establishing department operating procedures.
- Contribute information for preparation of annual budget, utilities, interact with contractors, subcontractors, and developers.
- Coordinate repairs, installation, and maintenance of City Parks and Facilities.
- Procure tools, equipment, materials and supplies for work projects
- Identify technical training requirements and coordinate safety meetings.
- Assist with employee evaluations and make recommendations for job performance improvement.
- May participate in after hour emergency stand-by duty on a rotational basis.
- Ensure supervisor is informed of problems or items of importance within the division.
- Investigate complaints
- Inspect work sites; review the quality of work crews and contractors; ensure employee safety; assist with technical work duties.
- Prepare estimates of labor, materials, and equipment; research and prepare bids for equipment, materials and supplies; procure tools and equipment for work projects; maintain a variety of work records.
- Assist with City Special Events and setup, as needed
- Maintain inventory and supplies.
- All other duties as assigned

#### MINIMUM QUALIFICATIONS:

##### Education, Training and Experience Guidelines:

High School diploma OR GED equivalent AND four years of Park operations experience, INCLUDING three years of lead worker experience; OR an equivalent combination of education, training, and experience.

**Knowledge of:**

- City policies and procedures.
- Principles and practices of effective employee supervision.
- Principles and practices of budget administration.
- Principles and practices of Park maintenance operations.
- Principles and practices of a municipal infrastructure.
- Principles and methods of the construction and maintenance of Parks, turf maintenance, tree maintenance, and pesticide application
- Computers and computer software.
- General construction and maintenance materials and equipment.
- Weed abatement removal practices
- Graffiti removal.
- Principles and practices of inventory management.
- Safety practices and procedures.
- Pertinent state and federal laws.
- Principles and practices of project management.
- Principles and practices of playground maintenance and repairs.
- Principles and practices of effective employee supervision.
- Herbicide and fertilization application procedures.
- Irrigation system maintenance and repair.

**Skill in:**

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishes facts, and drawings valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Supervising the maintenance, repairs, and installation of public infrastructure.
- Interpreting engineering and public works plans, specifications, and drawings.
- Analyzing situations accurately and making effective recommendations.
- Training and guiding division personnel.
- Working and making decisions under adverse and stressful conditions.
- Effectively operating a computer and computer software.
- Operating equipment with skill and safety.
- Preparing and completing employee performance evaluations.
- Calculating time and material cost estimates.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including city and other governmental officials, community groups, and the general public.
- Applying safe work practices.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

- Must possess a minimum of a valid California Class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.
- May be required to possess a valid California Class “A” or “B” commercial driver’s license with endorsements OR ability to obtain a class “A” or “B” commercial driver’s license within 9 months upon request and maintain throughout the length of employment.
- May require a Qualified Pesticide Applicators Certificate.
- May require a Certified Playground Safety Inspector Certificate

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed primarily in an outdoor environment. Exposure to dangerous machinery, extreme weather conditions, excessive noise, and wildlife. May be required to climb ladders; work in trenches; and in confined spaces. Must be able to lift and carry items weighing up to 100 pounds. Exposure to wide temperature variations, noise, vibrations, fumes, grease, machinery and its moving parts, odors, and dust. Physical demands require bending, stooping, and frequently lifting moderately heavy and heavy objects. Incumbent must be able to see and hear in the normal range with or without correction and communicate verbally and in written form with great facility and must be able to be understood. Incumbent will be required to respond to emergencies after regular working hours and on weekends, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

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Personnel Officer

\_\_\_\_\_  
Date