JOB DESCRIPTION

PARKS/GOLF MAINTENANCE LEADWORKER

DEFINITION

Under general supervision, to perform and lead a crew in semi-skilled and skilled work in the maintenance of parks, golf course, facilities, playground equipment, and other recreational and landscaped areas; and to do related work as assigned.

EXAMPLES OF DUTIES (These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.) (E=Essential Duty; M=Major Portion of Time)

- Planning, organizing, and supervising the work of a crew engaged in maintenance of parks, golf course, recreational facilities, parking lots and related areas (E-M).
- Supervise a crew and participate in turf and landscape maintenance including mowing, edging, watering, weeding, mulching, pruning, pest control, and litter pick-up. (E-M)
- Lead a crew and participate in maintenance and repair of pathways, fences, playgrounds, park furnishings, equipment, and irrigation systems. (E-M)
- Conduct and/or coordinate trainings for Park, Buildings and Golf staff. (E-M)
- Assist with maintaining work records including schedules, trainings, receipts, safety reports, and pesticide use logs. (E-M)
- Assist with purchasing equipment, janitorial supplies, and furnishings. (E)
- Participate in landscape construction and facility renovation planning and prepare cost estimates for repairs or improvements. (E-M)
- Prune and spray trees and scrubs. (E)
- Operate and maintain all types of mowers and turf maintenance equipment. (E)
- Clean, paint, and perform repairs to park and golf course buildings and related facilities.
- Operate trucks, power mowers, hedge clippers, and related golf course and park maintenance equipment. (E)
- Perform preventative maintenance and minor repairs to assigned equipment.
- Keep tools and equipment in clean and safe working condition.
- Respond to emergency calls after normal duty hours.
- Install and repair sprinkling systems and playground equipment. (E)
- Maintain swimming pool facilities.
- Maintain park and golf course restrooms and facilities, and empty trash receptacles. (E)
- Work well and maintain effective communications with the Golf Professional and public. (E)
- Respond to citizen inquiries and requests for information.
- Assist in the training and education of employees. (E)
- Work flexible hours, including weekends and holidays. (E)
- Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Methods, tools, techniques, and supplies used in gardening, and parks and golf maintenance work.
- Basic characteristics of plant and tree pests and diseases and techniques for their control, including pesticides, herbicides, and their related spraying equipment.
- Sprinkler design and installation.
- Plant design and use.
- Safe work practices.
- Supervision and training techniques.
- Care and maintenance of golf course greens, tees and fairways.
- Turf disease identification.

Ability to:

- Communicate effectively, both verbally and in writing.
- Perform a wide variety of park and golf maintenance work without close supervision.
- Lead a crew in a productive manner.
- Use the hand and power tools and equipment required in general grounds maintenance work.
- Read construction plans and specifications.
- Perform heavy manual labor and lift up to 100 pounds.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Work flexible hours, including weekends and holidays.
- Accommodate outside work in extreme weather conditions.

Experience:

Three years of experience in park, golf course, or other grounds keeping or related maintenance work. Experience demonstrating mechanical aptitude and supervision skills preferred.

Education:

Completion of formal or informal education sufficient to assure the ability to read and write at the level required for successful job performance.

Necessary Special Requirements:

- Possession of a valid Class B California Driver's License within six months of appointment. (This position will be subject to the United States Department of Transportation and Federal Highway Administration regulations relating to controlled substance and alcohol use and testing.)
- Possession of a State of California Pesticide Applications certificate within one year of appointment.
- Possession of a Certified Pool Operator certificate within six months of appointment.
- Possession of CPR for infant, child and adult, and Standard First Aid Certificates within six months of appointment.
- Possession of a Playground Inspector Certificate within one year of appointment.
- Ability to work weekends and holidays.