

JOB DESCRIPTION
CITY OF SPRINGFIELD

HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION

Job Title Grounds Maintenance Crew Leader
Sch & Grade CTL-8
Class Code HA16
FLSA Status Non-Exempt
Bargain Unit Elig. SEIU
Occupational Group Horticulture

PRIMARY PURPOSE:

Serves as a participatory leader responsible for directing and participating in a variety of maintenance and construction projects for landscaped areas of city public grounds, parks and/or greenways.

SUPERVISION:

Under general supervision of assigned Parks or Public Grounds Supervisor; serves as a participatory leader for an assigned crew.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Supervises and participates in the work of crews in performing turf, grounds, equipment, and facilities in city public greenways, grounds, parks, and/or waterways as assigned to ensure proper safety, sanitation and care are provided.
2. Oversees and provides maintenance and construction of city public grounds, parks, and/or greenways for landscaping, cemetery, and other related projects; performs general ground care responsibilities such as landscaping, mowing, pruning, pesticide management applications, minor plumbing/ electrical maintenance and/or waterway flow clearance as assigned.
3. Protects city-owned trees from mechanical damage during construction and maintenance operations.
4. Participates in the preparation of specifications for plants, equipment and contractual services for grounds maintenance programs.
5. Ensures that proper safety procedures and equipment are used for the protection of pedestrians, traffic and workers as outlined by the Manual on Uniform Traffic Control Devices (MUTCD).
6. Completes preventive maintenance work on a variety of minor equipment as scheduled.
7. Utilizes necessary hand and power tools associated with maintenance and minor repair work such as saws, drills, drill press, power grinders, pumps and generators in a manner consistent with safety principles.
8. Drives vehicles to work sites and operates light and medium duty equipment such as backhoes, tractor mowers, dump trucks, and front-end loaders for the purpose of completing job duties.
9. Loads, unloads, and maneuvers a variety of associated equipment and materials.
10. Travels to a variety of work sites.
11. Reads and interprets operating manuals, technical repair manuals, schematic drawings, etc.
12. Maintains required records and logs.
13. Performs basic math calculations relating to volumes, distances, areas, and quantities.

IMPORTANT FUNCTIONS:

1. Completes written reports as required.
2. Attends workshops, conferences, seminars, and other training for professional development purposes.
3. Assists in determining the type and location of plants to be installed.
4. Participates in preparation of cost estimates of related work.
5. Assists with office support duties as assigned.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Principles, procedures, and methods of arboriculture; materials and equipment utilized in horticultural operations; appropriate safety principals and procedures.

Abilities

Effectively direct a crew and participate in the application of horticulture principals and techniques for the purposes of general maintenance of grounds, equipment, and facilities in city public grounds, parks and/or greenways; know techniques to recognize and methods to control plant insect and disease infestations; safely utilize and operate associated tools and equipment; follow oral and written instructions; read and interpret a variety of information such as manuals and schematic drawings; maintain appropriate records; communicate effectively verbally and in writing; deal effectively and courteously with associates and the general public; presents overall professional image; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Requires at least three years experience in performing general maintenance of commercial landscape grounds or parks with the operation of medium-duty equipment such as mowers, tractor/front-end loaders, etc. Depending on assignment, also requires at least three years experience operating backhoes or boom mowers; or three years performing integrated pest management operations or installation and servicing of landscape automatic irrigation systems. Experience in directing/leading the work of others is preferred.

Physical Requirements

Performs bending, squatting, kneeling, climbing, twisting, and reaching both to ground level and overhead; lifts and carries up to 100 pounds; pushes and pulls up to 150 pounds; holds and grips objects; subject to periods of prolonged standing and working in awkward positions.

Working Environment

Primarily outdoors with exposure to dust and pollen; subject to a variety of extreme weather conditions; susceptible to mechanical hazards associated with facilities and equipment; may be exposed to hazardous chemicals and other safety hazards due to working with pesticides, herbicides, fungicides, etc.; subject to constant noise, poor lighting and ventilation, fumes and odors. May be subject to working in confined spaces.

Licensing/Certification

Must possess and maintain a valid Class "B" Commercial Driver's License (CDL). Depending on assignment, must obtain and maintain the following within the probationary period: a Class "A" Commercial Driver's License (CDL) with appropriate endorsements, a valid state pesticide Public Applicator's License in Right-of-way and/or Ornamental & Turf Category, a valid International Society of Arboriculture Certified Arborist certification, a CPR and First Aide Certification. A valid Professional Grounds Management Society Certified Grounds Manager is preferred.

Miscellaneous Requirements

Must pass pre-employment drug testing and submit to periodic drug testing as required by applicable laws. Some assignments may require weekend and/or evening work. Subject to emergency call-in.

Last Revision:	February 29, 2012	General Ordinance No.	5188
Comments:	Updated essential functions, abilities, experience, licensing	Date:	June 3, 2002
I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.			
Signed:	_____	Date:	_____