

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Parks Forestry Team Leader</u>
Sch & Grade	<u>CTL-11</u>
Class Code	<u>GN10</u>
FLSA Status	<u>Non-exempt</u>
Bargain Unit Elig.	<u>Not eligible</u>
Occupational Group	<u>Horticulture</u>

PRIMARY PURPOSE:

Supervises and routinely participates in aerial tree work, vegetation control, as well as leading teams in the installation of plants for small landscaping projects for the Springfield-Greene County Parks and Greenways.

SUPERVISION:

Serves under the direction of the Parks Supervisor in the Park Operations Division of the Springfield-Greene County Parks Department. Directs the work of a team, which may include full-time, temporary/seasonal and contract employees.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Directs the work of employees engaged in the maintenance of public grounds assigned to the Parks Department and assists the Parks Supervisor in determining priorities and schedules.
2. Oversees, directs workers, and routinely participates in such processes as excavating, grading, chemical vegetation control, aerial tree work (including both the removal and trimming of trees), and landscaping.
3. Assists the supervisor in the planning and scheduling of projects; estimates and determines material, manpower and equipment needs for projects, and provides input regarding budget priorities and needs.
4. Provides instructions and guidance for methods and procedures to utilize in order to accomplish assigned work.
5. Ensures that crew members are following proper safety procedures and that all equipment is kept in safe working order.
6. Assists in the selection of full-time and seasonal employees for assigned work group and provides input regarding performance evaluations.
7. Prepares and maintains records and files as required.
8. Drives to a variety of work sites as assigned.
9. Reads and interprets landscape plans.
10. Coordinates maintenance schedules with other Park sections.
11. Utilizes computer software applications in performing duties.
12. Routinely operates dump trucks, snow plows, etc. for the purpose of completing regular job duties as well as in emergency situations such as snow and ice removal.

IMPORTANT FUNCTIONS:

1. Maintains equipment and tools through proper care and maintenance.
2. Attends workshops, seminars, conferences and other training for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

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

Knowledge

Principles, procedures, materials and equipment involved in parks maintenance programs including aerial tree work and vegetation clearance; depending on work assignment, appropriate knowledge of a variety of specialized processes for related projects such as excavating, grading, landscaping, mowing, irrigation systems repair and maintenance, tree pruning and tree removals, etc.; basic math as it relates to calculating estimates for materials, manpower, etc.; basic knowledge of computer software applications for completing routine job assignments.

Abilities

Effectively direct the work of assigned team members; provide appropriate direction for a variety of tasks; read and interpret landscape plans; accurately determine and estimate kinds and quantities of materials needed for projects and chemical applications; accurately maintain records and prepare reports which may include computer use; direct and participate in the completion of projects in a manner consistent with safety principles; follow oral and written instructions; communicate effectively verbally and in writing; present an overall professional image; deal effectively and courteously with associates, vendors, and the general public; 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 mission statement and philosophy; perform the essential functions of the job without posing a threat to the health and safety of others.

Experience, Education, and Training

A minimum of three years experience in related area such as forestry, horticulture, arboriculture, or landscaping.

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 working in awkward positions and periods of prolonged standing. Ability to operate a computer keyboard and mouse.

Working Environment

Primarily outdoors with exposure to dust and pollen; subject to a variety of extreme weather conditions; susceptible to mechanical and electrical hazards associated with equipment and utility lines; may be exposed to hazardous chemicals when working with pesticides; subject to other safety hazards associated with tree trimming activities and working in and around high volume traffic. May be exposed to constant or extreme noise and fumes/odors.

Licensing/Certification

Must obtain and maintain a Class "B" Commercial Driver's License (CDL) with appropriate endorsements within the following guidelines: Pass written portion of exam within 90 days of employment and skills test portion within 120 days of employment. Must obtain and maintain a valid state pesticide Public Operator's License in Ornamental & Turf Category. Must obtain and maintain a valid International Society of Arboriculture Certified Arborist certification. Must obtain and maintain valid CPR and First Aid certification.

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 13, 2012	GENERAL ORDINANCE NO. 5253
Comments:	Updated Abilities	Date: March 24, 2003

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:** _____