

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title: Parks Maintenance Working Leader  
Sch & Grade: CTL-9  
Class Code: GA35  
FLSA Status: Non-exempt  
Bargain Unit Elig. SEIU  
Occupational Group Maintenance

**PRIMARY PURPOSE:**

Serves as a working leader within either the Turf Management or Repair & Construction section of the Parks Operations Division for a variety of parks projects. Supervises and participates in the care, and/or construction, and maintenance of turf, trees, shrubs, grounds, buildings, facilities, and equipment in city parks.

**SUPERVISION:**

Under general supervision of a Parks Maintenance Supervisor; serves as a working leader for an assigned crew.

**DESCRIPTION OF WORK:  
ESSENTIAL FUNCTIONS:**

1. Serves as a working leader for parks projects relating to their maintenance, repair, and/or construction; projects involve the care of turf, grounds, equipment, buildings and facilities in city parks to ensure proper safety, sanitation and care are given.
2. Oversees and provides maintenance and care of turf areas, flower gardens, trees, and shrubs for assigned parks; performs pesticide and fertilizer application as necessary.
3. Performs maintenance and safety checks on playground equipment, swimming pools, ball fields, picnic areas and other facilities for safety and operational purposes.
4. Completes preventive maintenance work on a variety of parks and motorized equipment as scheduled.
5. Performs rough carpentry, minor electrical, plumbing and repair work as needed for the general maintenance of park facilities.
6. Sprays or hand-paints park benches, tables, guard rails, buildings, sports fields, and/or equipment; removes paint and repaints as necessary.
7. Assists in building concrete forms and placing concrete for construction projects as required; completes some stonework as required.
8. 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.
9. Drives vehicles to work sites and operates light and medium equipment such as tractors, dump trucks, and front-end loaders for the purpose of completing job duties.
10. Reads and interprets operating manuals, technical repair manuals, schematic drawings, etc.
11. Maintains required records and logs.
12. Performs basic math calculations relating to volumes, distances, areas, and quantities.

**IMPORTANT FUNCTIONS:**

1. Completes written reports as required.
2. Attends professional development training as needed.

*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 equipment involved in the maintenance, construction, and/or repair of commercial grounds and/or facilities; basic math.

**Abilities**

Supervise and participate in the general maintenance of grounds, equipment, buildings and facilities in city parks; learn techniques and methods of recognizing plant insect and disease infestation; safely utilize and operate hand and power tools; follow oral and written instructions; read and interpret a variety of information such as manuals and schematic drawings; maintain appropriate records; communicate effectively verbally; deal effectively and courteously with associates 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 stated mission and philosophy; presents an overall professional image; perform the essential functions of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

Two years of experience in general maintenance of commercial grounds and/or buildings; or completion of an apprentice program in a recognized building trade. Due to the Parks Maintenance Working Leader position serving in both the Turf Management and Repair & Construction sections of Parks, candidate experience must be commensurate with current vacancy.

**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; distinguish colors due to wiring color codes; 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 swimming pool chlorinators, pesticides, etc.; subject to constant noise, poor lighting and ventilation, fumes and odors. May be subject to working in confined spaces.

**Licensing/Certification**

At minimum, candidates must possess a Class "B" Commercial Driver's License (CDL) with airbrakes. Candidates must obtain and maintain a Class "A" Commercial Driver's License with airbrakes within the first 90 days of employment. Must obtain certifications in Pool Operation, Wastewater Systems, and Backflow Installation and/or Missouri Certified Public Pesticide Applicators License in Ornamental Turf within one year of employment depending upon current vacancy.

**Miscellaneous Requirements**

Subject to emergency call-in and overtime hours; must pass pre-employment drug testing and submit to periodic drug testing as required by applicable laws.

<b>Last Revision:</b>	February 14, 2012	<b>GENERAL ORDINANCE NO.</b> 2282
<b>Comments:</b>	Updated Abilities	<b>Date:</b> May, 1974

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: \_\_\_\_\_