

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title Parks Mntce. Equip. Crew Leader
Sch & Grade CTL-12
Class Code GB55
FLSA Status Non-Exempt
Bargain Unit Elig. Not Eligible
Occupational Group Fleet & Equip. Services

PRIMARY PURPOSE:

Plans and supervises repair and preventive maintenance services for a wide variety of automotive, parks, golf course and grounds equipment.

SUPERVISION:

Under general supervision of the Park Operations Supervisor. Supervises equipment technicians and seasonal staff as assigned.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Plans, organizes, and directs the work of employees responsible for completing equipment repair work on a wide variety of automotive, parks, golf course and grounds equipment.
2. Assigns, directs, assists, and evaluates the work of assigned employees in repairing and maintaining equipment.
3. Coordinates with other supervisors to schedule and prioritize preventive maintenance as well as equipment maintenance and repair requests, and the proper care of equipment.
4. Oversees diagnosis work on equipment and evaluates the quality of repair work completed by staff including test driving equipment and vehicles as appropriate.
5. Prepares and maintains required records and reports including payroll, inventory, project status, repair cost estimates, completion time estimates, cost comparisons between in-house services verses outsourcing services, etc.
6. Provides training and instruction to crew members regarding equipment operation and work procedures; ensures that appropriate equipment is utilized for specific projects and work is done in accordance with required standards and construction practices.
7. Ensures that crew members follow proper safety procedures and that equipment is kept in good working order.
8. Reads and interprets repair manuals, schematic drawings, etc. for a variety of repair projects.
9. Completes performance evaluations, recommends and implements necessary disciplinary action, and participates in and makes recommendations regarding the hiring decisions of crew members.
10. Assists in determining appropriate inventory levels needed.
11. Supervises emergency calls for Parks; assigns appropriate personnel and/or determines the need for assistance from proper division supervisor.
12. Works with insurance companies to make final disposition of accident settlement claims.
13. Uses computer Fleet Software to log labor, record notes, track status, and review history

IMPORTANT FUNCTIONS:

1. Attends conferences, workshops, seminars, 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, methods, and equipment involved in the maintenance and repair of automotive, parks, golf course and grounds equipment. Principles and methods of effective personnel management.

Abilities

Effectively plan, supervise and instruct assigned employees in the maintenance and repair of various automotive, parks, golf, and grounds equipment; effectively utilize computerized diagnostic equipment; make decisions utilizing sound judgment; maintain accurate records and prepare reports; read and interpret a variety of information; follow oral and written instructions; communicate effectively verbally and in writing; effectively utilize computer software applications such as fleet management software, computerized repair and estimate manuals, and some Microsoft office applications; model and promote acceptance and respect for differences among employees and citizens; deal 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

Three years experience as a master and/or lead mechanic for automotive, heavy equipment, and/or small engine repair and maintenance. Experience must have included supervising or directing the work of others. Education in Automotive Technology is desirable.

Physical Requirements

Must possess ability necessary to participate in equipment and vehicle diagnosis and repair work; performs bending, squatting, kneeling, and reaching to both ground level and overhead; lifts and carries up to 50 pounds; pushes and pulls up to 100 pounds; holds and grips objects; may work in awkward positions and may be subject or standing and / or bending for long periods of time.

Working Environment

Primarily in a garage setting with exposure to a variety of hazardous chemicals and solvents, dust, mechanical hazards, electrical shock and other safety hazards associated with heavy equipment; subject of constant and high levels of noise.

Licensing / Certification

Must possess a valid Missouri Motor Vehicle Operator’s License. Incumbents must obtain and maintain a Class “A” Commercial Driver’s License (CDL) within the probationary period.

Miscellaneous Requirements

Subject to emergency call-in, may be required to work weekends, holidays, or a variety of shifts. If incumbent possesses and utilizes CDL for the purpose of completing job responsibilities, must pass DOT drug testing and submit to periodic testing as required by applicable laws.

Last Revision:	February 14, 2012	GENERAL ORDINANCE NO. 3391
Comments:	Updated Abilities	Date: February, 1983

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:** _____