

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Grounds Maintenance Team Leader</u>
Sch & Grade	<u>CTL-11</u>
Class Code	<u>GN11</u>
FLSA Status	<u>Non-exempt</u>
Bargain Unit Elig.	<u>IBEW</u>
Occupational Group	<u>Horticulture</u>

PRIMARY PURPOSE:

Depending on assignment, serves in either the Springfield-Greene County Parks or Public Works Department to lead workgroups and related contracted services in providing arboricultural, horticultural, general grounds and vegetation management, landscape irrigation and landscape construction for public cemeteries, facility grounds, greenways, parks, rights-of-way, and waterways.

SUPERVISION:

Depending on assignment, serves either under the direction of the Parks Supervisor in the Park Operations Division of the Springfield-Greene County Parks Department or Public Grounds Maintenance Supervisor in the Public Grounds Section of the Public Works Department. Leads assigned workgroups which may include full-time, contract and temporary/seasonal employees, and contracted services.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Leads and routinely participates in the work of employees in the construction, maintenance and repair of landscape improvements and natural areas.
2. Depending on assignment, oversees, directs the work of, and routinely participates in such processes as aerial tree work, cemetery sales and services, excavating, grading, native plant management; and turf management such as integrated pest management, landscape construction, and irrigation installation and maintenance.
3. Provides instructions and guidance for methods and procedures to utilize in order to accomplish assigned work.
4. Ensures that team members follow proper safety procedures and that all equipment is kept in safe working order.
5. Assists in determining priorities, planning and scheduling of projects; estimates and determines material, manpower and equipment needs for projects; participates in the preparation and monitoring of operational and project budgets.
6. Assists in the selection of employees for assigned work group and provides input regarding performance evaluations.
7. Coordinates maintenance schedules with other inter-departmental and external affiliated entities.
8. Reads and interprets landscape and irrigation plans.
9. Prepares and maintains records and files as required.
10. Drives to a variety of work sites as assigned.
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

Regulations, policies, principles, practices, procedures, materials and equipment involved in grounds maintenance programs including arboriculture and horticulture; depending on assignment, appropriate knowledge of a variety of specialized processes such as excavating, grading, irrigation systems installation, maintenance and repair; landscape construction, turf management, paver installation and repair, tree pruning and removals, etc.; basic math as it relates to calculating estimates for materials, manpower, etc.; basic knowledge of computer software applications for completing assignments.

Abilities

Effectively direct the work of assigned team members; provide appropriate direction for a variety of tasks; operation of various heavy and medium-size equipment; read and interpret landscape and irrigation construction plan and record drawings; accurately determine and estimate kinds and quantities of materials needed for projects and chemical applications; accurately maintain records and prepare reports; direct and participate in the completion of projects in a manner consistent with safety principles; proficiently use computer software and hardware; 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 four years experience in related area such as arboriculture, forestry, horticulture, and/or landscape irrigation experience, with at least one year of experience directing and leading the work of a crew. Experience must be commensurate with specialty area required for 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; subject to working in awkward positions and periods of prolonged standing. Operates computer devices and peripherals.

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 at minimum the written portion of either a Class "A" or "B" Commercial Driver's License (CDL) with appropriate endorsements. Depending on assignment, CDL class "A" or "B" license must be obtained within probationary period. Depending on assignment, possession of or obtaining one or more of the following within the probationary period may be required: a valid Missouri Public Operator's License in Ornamental & Turf and/or Right-of-Way categories, International Society of Arboriculture Certified Arborist, Tree Care Industry Association Electrical Hazard Awareness Program certification. Must obtain and maintain valid AED, CPR and First Aid certification. Professional Grounds Management Society Certified Grounds Manager is desirable.

Miscellaneous Requirements

Subject to emergency call-in. Some assignments may require weekend and/or evening work.

Last Revision:	May 8, 2018	GENERAL ORDINANCE NO. 6204
Comments:	Updated Essential Functions, Requirements, and Licensing/Certification	Date: 6/22/15

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 accomodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____