

## CITY OF BIG BEAR LAKE

### FACILITIES/PARKS MAINTENANCE CREW LEADER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under general supervision, leads, reviews, and performs work activities and duties assigned to the Facilities/Parks Maintenance crews in an assigned area of maintenance and construction such as facilities, parks and landscapes; assumes responsibility for the more difficult and complex tasks; schedules crew duties and work assignments; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Facilities/Parks Maintenance Crew Leader** is the lead class responsible for a wide variety of activities related to the maintenance and repair of facilities, parks and landscapes. Incumbents lead and assist in the supervision of crews, and inspect and review work methods, performance and quality. This classification is distinguished from the next higher classification of Public Works Supervisor in that the latter has full supervisory responsibility for several Public Works program functions.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from a Public Works Supervisor in assigned program area. Leads and provides training for assigned personnel.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Leads, reviews and performs the work of crews engaged in maintaining City grounds, facilities, parks, Village walk ways and landscapes; prunes trees and shrubs using power tools; fertilizes grounds; replants and removes trees, shrubs and hedges; applies pesticides; picks up trash and maintains park buildings and facilities; outlines unusual work assignments and special projects according to general instructions; coordinates and provides liaison to contractors; inspects completed work.
- Recommends service levels to the Public Works Supervisor; performs field observations to ensure compliance with department policies, practices and City ordinances; prepares reports for the Supervisor related to division activities; serves as acting division supervisor as required.
- Oversees the operation and maintenance of facilities and park works crew equipment and/or machinery; ensures adherence to safe work methods, procedures and practices; inspects division equipment and ensures compliance with department practices; responds to maintenance needs and schedules appropriate service and repair.
- Responds to questions, concerns and emergency calls from the general public; makes recommendations and/or takes appropriate action to resolve issues and problems; responds to inquiries about department

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policies, rules, regulations and City ordinances, establishes and maintains a customer service orientation within the work unit.

- Installs and repairs electrical equipment, wiring, and lighting circuits in connection with the repair of buildings and facilities, or leads such activity.
- Leads and performs plumbing and irrigation repairs to replace irrigation systems, broken pipes, and clean plugged drains; performs maintenance on automatic valves, fittings, and other fixtures; installs new fixtures and irrigation systems; inspects and repairs pressurized backflow devices.
- Diagnoses, repairs, and maintains heating and ventilation equipment; performs maintenance and limited repair of air conditioning equipment; leads other in such activities.
- Leads assigned staff in the building shelves; construction or repairs walls; hangs doors; finishes wood and repairs a variety of wooden objects; replaces and/or repairs windows; prepares surfaces for painting; applies paint, varnish, shellac, enamel, or other protective finishes to various surfaces; leads others in such activities.
- Leads and participates in the installation of tile floors, or pouring concrete; leads and performs preventive maintenance.
- According to established procedure, purchases materials, equipment, and supplies necessary to complete the maintenance or repair task; maintains an adequate supplies and materials inventory; maintains accurate records.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; evaluates assigned work activities; estimates time, materials and equipment necessary for the successful completion of assignments; acquires necessary resources as appropriate.
- Assists in the work of other divisions when needed; may operator equipment in snow removal activities in assigned areas; responds to emergency call outs when needed.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. Incumbents perform manual labor at high altitude. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 50 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, snow, hot and cold. The incumbent may use chemicals, lubricants, herbicides and pesticides, which may expose the employee to fumes, dust and air contaminants. Incumbents may be exposed to mechanical, electrical and biological hazards. The nature of the work also requires the incumbent to climb ladders, work at heights over 10 feet, work in confined spaces, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, and work in heavy vehicle traffic conditions. The incumbent may be required to work

nights and weekends and respond to after hours emergency call-outs.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Facilities/Parks Maintenance Crew Leader**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of general repair and maintenance experience in one or more of the building trades, and a high school diploma or equivalent.

**License/Certificate:**

Possession of, or ability to obtain, a valid Class A California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Practices, techniques and materials used in maintenance, construction, mechanics and repair of facilities and parks; operational and maintenance characteristics of different types of vehicles, equipment and tools used in public works construction and maintenance; knowledge of MPDS regulations and procedures; methods and techniques of leading, training and motivating assigned crews; proper methods of traffic control and delineation; basic principles of mathematics; record keeping; occupational hazards and standard safety practices.

**Ability to:**

Lead and perform a wide variety of facilities and parks construction and maintenance activities; operate a variety of vehicles, lifts, tools and equipment used in construction and maintenance; perform journey level work in assigned area; estimate time and materials for completion of projects; read and interpret blueprints, work sketches and specialized maps; prepare work records and routine reports; perform heavy manual labor; plan, organize and lead the work of subordinate staff; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Safely and effectively operate a variety of equipment, including power and hand tools in the repair and construction of facilities.