GREATER VALLEJO RECREATION DISTRICT

Lead Maintenance Worker

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION
To lead, oversee, and participate in the work of crews responsible for the maintenance and operational activities in District parks and other District landscape areas; and to perform a variety of technical tasks relative to assigned areas of responsibility. This position falls under the IBEW, Local 2376 Agency Shop provisions.

DISTINGUISHING CHARACTERISTICS
This is the advanced journey level classifications in the Maintenance Worker series. Positions at this level are distinguished from the other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible type of duties assigned to classes within this series including leading and overseeing lower level staff, and assuming responsibility for complex assignments with a minimum level of supervision. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from Parks and Landscape Supervisor or designee.

Exercises functional and technical supervision over lower level staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS - Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions
1. Plan, lead and evaluate the work of crews as well as participate in the maintenance of park and other District landscape areas including planting, maintenance or removal of tress, shrubs and lawns, weed abatement, graffiti removal, installation and upkeep of automatic irrigation systems, and the maintenance of sports fields.
2. Supervise and participate in the preparation and application of chemicals, fertilizers and pesticides; ensure that all staff is adequately trained and aware of policies and procedures involving said chemicals, fertilizers, and pesticides.
3. Participate in the selection of subordinate staff; provide or coordinate staff training; work with employees to identify and address deficiencies; implement disciplinary procedures as directed by Parks and Landscape Supervisor.
4. Plan, assign, and supervise the seasonal Visitor Services Coordinator and Monitors. Ensure work performed is in compliance with District regulations, goals and objectives.
Lead Maintenance Worker

5. Manage maintenance equipment inventory, including turf mowers, edgers, chipper, blowers, weed eaters, hedge trimmers and chainsaws, ensuring equipment is accounted for and in safe and proper working condition.

6. Use the District’s Asset Management system to generate and manage work orders, determine priorities, delegate assignments to appropriate staff. Conduct field inspections to check for work-in-progress and completed projects as well as evaluations of work completed.

7. Recommend, administer, and monitor the Landscaping and Grounds and Visitor Services budgets.

8. Conduct inspections of park grounds including skate and dog parks, natural/open areas, play equipment and sports fields to determine maintenance needs.

9. Respond to public and internal inquiries and complaints related to assigned function to maintain good relations with the public and District staff.

10. Gather information on needed maintenance equipment, parts, supplies and products; advise supervisor or make purchases within District guidelines and budget constraints.

11. Coordinate with Vallejo Police Department on various challenges found in the parks; graffiti, vandalism, unsheltered camp activity, illegal dumping, etc.

Marginal Functions:
1. Respond to emergencies as needed
2. Attend and participate in professional seminars and trainings to stay abreast of new trends and innovations in the field of park and landscape maintenance. Share knowledge with subordinate staff.
3. Maintain certifications and licenses required for this position.
4. When assigned, perform the duties and responsibilities of the Parks and Landscape Supervisor in their absence.
5. Perform related duties and responsibilities as assigned.

QUALIFICATIONS
Knowledge of:
1. Current materials, methods, techniques, tools, and equipment used in park grounds maintenance and construction;
2. Landscape plant identification and maintenance practices;
3. Operational characteristics of mechanical equipment and tools used in parks and grounds maintenance and construction;
4. Principles and practices of effective employee supervision, including selection, training, motivating, performance evaluation, and discipline;
5. Computer applications related to area of responsibility including the Microsoft Office Suite;
6. Occupational hazards and standard safety practices;
Lead Maintenance Worker

7. Proper procedures, application methods, and specifications of pesticides, herbicides and fertilizers;

**Ability to:**

1. Perform skilled maintenance, construction, and repair work for assigned areas.
2. Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner.
3. Plan, supervise, organize, review and evaluate the work of others;
4. Manage multiple tasks, often with competing priorities and demands, and keep track of all assignments and deadlines;
5. Interpret and explain District policies and procedures.
6. Read and interpret blueprints, drawings and schematic plans
7. Prepare clear and concise reports, correspondence and other written materials
8. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
9. Communicate clearly and concisely, both orally and in writing.
10. Exercise independent judgment and initiative within general policy guidelines.
11. Establish and maintain effective working relationships with those contacted in the course of work.
12. Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.

**Experience and Training Guidelines**

*Any combination of experience and education that would likely provide the required knowledge and abilities sufficient to successfully perform the essential duties listed above. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Three years of increasingly responsible experience performing field maintenance work in parks and landscaped areas.

**Training:**

Equivalent to the completion of twelfth grade is required. Additional training in maintenance and construction is desireable.

**License or Certificate**

Possession of a valid California driver's license and maintenance of an acceptable driving record while employed.

Possession of a Qualified Pesticide Applicator Certificate
GREATER VALLEJO RECREATION DISTRICT

Lead Maintenance Worker

Possession of, or ability to obtain within one year of hire date, Playground Inspection Auditors Certificate.

WORKING CONDITIONS

Environmental Conditions:
Work in both indoors and outdoors, in variable weather conditions with exposure to noise, spills, noxious odors, contaminated soil and water and possibly hazardous chemicals; work on slippery and uneven surfaces; hear motors and alarms.

Physical Condition
Essential and marginal functions require maintaining strength and stamina to lift and move objects weighing up to 75 pounds; physical condition necessary for sustained standing, bending, stooping, kneeling, crawling, walking, and climbing; operating motorized equipment and vehicles. Wear personal protective equipment (PPE) appropriate for job assignments.

ADA Compliance:
The District will make reasonable accommodation of the known physical or mental limitations of a qualified applicant with a disability upon request.

FLSA Status: Non-Exempt