

Park Maintenance Leadworker

SUMMARY/PURPOSE

To coordinate and execute the work activities of crews performing a variety of skilled tasks in the construction, maintenance, and/or repair of park facilities. The work involves a combination of leading crews, laboring, and operating heavy and light equipment; duties may be performed under adverse weather conditions.

SUPERVISION RECEIVED

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available.

SUPERVISION GIVEN

Does not have direct supervisory responsibility but does have significant oversight of employees and input regarding performance on a regular basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Lead, coordinate, and perform skilled maintenance, repair, and construction work in all city parks, trails, athletic fields, and urban forests.
2. Lead and perform snow and ice removal and trail grooming in assigned areas, coordinate with Maintenance operations staff for overlapped responsibilities.
3. Coordinate and inspect the work of City crews, contractors, and vendors for proper operation and compliance with project specifications.
4. Manage Park Maintenance construction projects as assigned.
5. Arrange for and/or approve the purchase of equipment, materials, and supplies to maintain adequate inventory.
6. Monitor worksites of City crews, vendors, and contractors to ensure compliance with established methods, guidelines, standards, and procedures.
7. Train and lead personnel in correct and safe operating procedures.
8. Investigate accidents and submit the required reports and paperwork.
9. Investigate and respond effectively to internal and external complaints.
10. Understand, monitor, and make operational decisions based on weather models and forecasts.
11. Be proficient with basic computer functions, cloud-based applications, and data collection and analysis applications.
12. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
13. Coordinate with various City departments, other government agencies, and community and user groups to oversee agreements, develop methods of sharing resources, minimizing duplication, and simplifying procedures, as well as provide feedback on dedicated use areas.
14. Provide training on new or modified procedures and policies to all affected parties.
15. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
16. Provide input on decisions regarding the hiring processes, onboarding procedures, and discipline of personnel.
17. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
18. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Associate's Degree in horticulture, forestry, natural resources, or a related professional field, and two (2) years of related professional experience in four-season care, repair, construction and maintenance of outdoor facilities, landscaping, and forestry; OR a combination of four (4) years of related education and/or experience to include landscaping, forestry and four-season care, repair, construction, and maintenance of outdoor facilities as a primary responsibility.
 - B. At least two (2) years of experience specifically related to leading work crews and working in a leadership capacity of similar complexity and level of responsibility.
2. License Requirements
 - A. Possess and maintain a valid Minnesota Class A commercial driver's license or privilege with tanker endorsement.
 - B. Obtain Minnesota Department of Agriculture Non-Commercial Pesticide Applicator's License within one (1) year of employment.
3. Knowledge Requirements
 - A. Extensive knowledge of the methods and practices of park, trail, and field maintenance.
 - B. General knowledge of budgeting and purchasing procedures.
 - C. General knowledge of heavy, light, and small equipment.
 - D. Knowledge of problem-solving and conflict-resolution techniques.
 - E. Knowledge of applicable safety requirements.
 - F. Knowledge of, or the ability to learn, City policies and procedures.
 - G. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
 - H. Knowledge of effective leadership and personnel practices.
 - I. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership technique, and coordination of people and resources.
4. Skill Requirements
 - A. Skill in the use of heavy and small equipment, procedures, and practices used in maintenance, repair of park infrastructure.
 - B. Skill in diagnosing equipment problems and implementing effective repairs.
 - C. Skill in handling public complaints and requests in a cooperative manner.
 - D. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - E. Skill in managing one's own time and the time of others.
 - F. Skill in completing assignments accurately and with attention to detail.
 - G. Skill in mediation and dispute resolution.
 - H. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
5. Ability Requirements
 - A. Ability to operate all applicable items of equipment in a safe, courteous manner for long periods and in inclement weather as required.
 - B. Ability to read and interpret manuals, catalogs, shop drawings and relevant labor agreements.
 - C. Ability to operate various hand and power tools and machines as applicable.

- D. Ability to perform maintenance on tools and equipment as applicable.
- E. Ability to understand, monitor, and make operational decisions based on weather models, forecasts, and traffic cameras.
- F. Ability to obtain two professional certification as determined by City needs.
- G. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- H. Ability to communicate and interact effectively with members of the public.
- I. Ability to communicate effectively both orally and in writing.
- J. Ability to recognize, analyze, and solve a variety of problems.
- K. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
- L. Ability to handle difficult and stressful situations with professional composure.
- M. Ability to work successfully as a member of a team and independently with minimal supervision.
- N. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
- O. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- P. Ability to enforce safety rules and regulations.
- Q. Ability to maintain confidential information.
- R. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- S. Ability to exercise sound judgment in making critical decisions.
- T. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions (e.g., working at great heights under extreme outdoor weather conditions, or in similar situations in which conditions cannot be controlled).

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