

# **CONEJO RECREATION & PARK DISTRICT**

## **Job Title: Grounds Crew Leader**

**Division:** Parks & Planning

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### **Summary:**

Under general supervision, provides lead supervision, directs and assists subordinate personnel in performing skilled activities of grounds landscaping and maintenance in accordance with District policies and procedures; ensures that daily workload and preventive maintenance of properties owned by the District are carried out.

### **Essential Duties and Responsibilities:**

- Plans, schedules, assigns, coordinates, and supervises the work of individuals or a crew in the performance of landscape and park maintenance activities, using principles of supervision and training.
- Ensures the maintenance and safe operation of equipment, and the use of safe work methods, procedures, and techniques, through instructing workers, and supervising work.
- Ensures maintenance of the irrigation system, calculating and adjusting flow rates, identifying problems by inspection, clearing debris and repairing broken lines.
- Performs a variety of skilled landscape and park maintenance tasks using knowledge of garden pests and diseases and methods for their eradication, soil characteristics and treatment procedures.
- Determines needs for watering, spraying, fertilizing, pruning, and other maintenance tasks.
- Prepares reports and keeps a variety of records, including equipment maintenance logs and safety inspections.
- Trains, supervises, and evaluates subordinates.

### **Other Duties and Responsibilities:**

- Operates a variety of hand tools, power tools such as chain saws and blowers, as well as trucks, tractors, and other motor driven landscape equipment.
- Assists the Grounds Supervisor in the planning and development of new areas, applying the principles and practices of irrigation system installation and landscaping
- Performs related duties as assigned.
- May be mobilized in the event of a disaster.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. \*

### **Education/Experience:**

High school diploma or general education degree (GED); specialized training in landscape maintenance, construction and repair; and four (4) years related experience; or equivalent combination of education and experience.

### **Language Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to staff and managers.

**Math Ability:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instruction furnished in written, oral, diagram, or schedule form.

**Certificates and Licenses:**

California Driver's License

**Supervisory Responsibilities:**

Supervises employees in the Grounds Worker I, Grounds Worker II and seasonal categories. May supervise the work of contractors and act as Senior Grounds Supervisor in his/her absence. Responsibilities include training employees, planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. \* While performing the duties of this job the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts; fumes or airborne particles and vibration. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; toxic or caustic chemicals; extreme heat and risk of electrical shock. The noise level in the environment is loud.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. \* While performing the duties of this job the employee is frequently required to stand; walk over uneven terrain; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit; climb or balance, and taste or smell. The employee is frequently required to lift up to 50 pounds, and occasionally required to lift up to 100 pounds. The vision requirements include ability to adjust focus, depth perception, peripheral vision, distance, close and color vision.

\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Title: Grnds. Crew Ldr.  
JD2010 Reviewed 7/06

*Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.*