

# CONEJO RECREATION & PARK DISTRICT

DRAFT

## Job Title: Grounds Crew Leader

Division: Parks & Planning

---

### Summary:

Under direct supervision, leads and performs skilled grounds landscaping and maintenance work including irrigation system maintenance, pesticide application, and playground and sports field maintenance; and performs other related duties as assigned.

### Essential Duties and Responsibilities:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Provides work guidance in the work of a Grounds crew, contract, temporary and administrative support staff; participates in prioritizing workload and monitoring work of other employees for completeness, accuracy and conformance with departmental standards; provides information, instruction and training on work processes, proper uses of equipment and safe work practices; provides input to supervisor on employee work performance and behaviors; estimates personnel, equipment and material requirements for assigned jobs.
- Assists Grounds Supervisor with the planning and scheduling of landscape and park maintenance operations; inspects grounds for safety issues and needed maintenance care.
- Determines needs for and participates in watering, spraying, fertilizing, pruning, and other maintenance tasks; maintains assigned areas in a clean, safe and orderly condition; assists with refuse abatement.
- Performs a variety of skilled landscape and park maintenance tasks using knowledge of pests and diseases and methods for their eradication, soil characteristics and treatment procedures.
- Oversees and participates in the maintenance and marking of athletic fields for District teams and clubs; prioritizes and schedules work projects to avoid conflicts with scheduled games, practices and classes.
- Ensures maintenance of the irrigation system, calculating and adjusting flow rates, identifying problems by inspection, clearing debris and repairing broken lines.
- Diagnoses disease and pest conditions; oversees and ensures spraying using insecticides and herbicides is performed safely and within guidelines.
- 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.
- Oversees the day-to-day work of contractors or service providers; inspects work performed; coordinates work with the contractor and internal departments during the performance of work.
- Reviews and maintains a variety of records, including equipment maintenance logs, safety inspections, hazardous materials records and restricted pesticide-use records; prepares reports.
- Weekend work and rotating schedules may be required.

## **Other Duties and Responsibilities:**

- May lead safety meetings and trainings.
- Participates during disasters or when emergency response is needed.
- May be required to drive District or personal vehicle.
- Non-exempt employees may be required to work overtime.
- Performs related duties as assigned.

## **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any combination of experience and training that would likely provide the required knowledge, skill, and/or ability listed below is qualifying.

### **Education/Experience:**

A typical way to obtain the knowledge and abilities would be: graduation from high school or GED equivalent, and specialized training in landscape maintenance, construction and repair and three years of journey-level landscape and grounds maintenance experience; or an equivalent combination of education and experience. Previous lead-level supervisory and District experience in a Grounds role is desirable.

### **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 provided in written, oral, diagram or schedule form.

### **Certificates and Licenses:**

- Valid California driver's license with a good driving record and current automobile insurance.
- Department of Justice fingerprint clearance.
- All full-time candidates require satisfactory completion of a pre-employment functional capacity examination.

- State of California Qualified Applicator's Certificate in Landscape Maintenance is desirable.

**Other Required Skills:**

Use of word processing and spreadsheet programs.

**Supervisory Responsibilities:**

This position provides lead-level work guidance to Groundskeepers and/or contract and temporary staff and volunteers. Contributes to and participates in performance evaluations. May act as Grounds Supervisor in his/her absence.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions including rain, sun and extreme heat for extended periods. The employee is frequently exposed to moving equipment and mechanical parts, fumes or airborne particles and vibration. The employee is occasionally exposed to high, precarious places, toxic or caustic chemicals and pesticides. The noise level in the environment is loud.

**Physical Demands:**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

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, balance or smell. The employee is frequently required to lift up to 50 pounds and occasionally up to 100 pounds. The vision requirements include ability to adjust focus, depth perception, peripheral vision, distance vision and close vision.

Title: Grounds Crew Leader

Revised 4/4/24

*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.*