

City of South San Francisco
Human Resources Department

Lead Park Maintenance Worker
Class Description

Definition

Under general supervision, directs a small crew; performs skilled tasks to maintain park grounds, equipment, facilities, street medians, trees, and other landscaped areas; and performs related work as required.

Distinguishing Characteristics

This is the highest classification in the series and it is distinguished from the next lower class in that the incumbent performs work requiring a higher level of skill and regularly directs a crew. This classification performs any and all of the duties set forth in the lower-level classifications in the series.

Typical and Important Duties

1. Leads and participates in the work of park maintenance crews; assigns work, instructs staff, and ensures compliance with safety and other work procedures and rules.
2. Maintains work records and schedules.
3. Provides for needed materials, equipment and personnel either directly or through coordination with supervisors.
4. Reports project status to supervisors; makes recommendations for needed improvements.
5. Works from blueprints and specifications in directing the installation of irrigation systems or other projects.
6. May serve as supervisor on a relief basis.
7. Inspects and evaluates the conditions of public facilities to determine maintenance requirements to meet established standards.
8. Performs related duties and responsibilities as assigned.

Job-related Qualifications

Knowledge of:

- Techniques, tools, equipment, and materials used in parks and landscape maintenance.
- Characteristics of plant pests and diseases and techniques for their control.
- Techniques, tools, equipment, and materials used in the maintenance and repair of park and recreational structures and facilities.
- Operation and minor repair of various power-driven equipment.
- General principles of supervision.
- Occupational hazards and safety practices and procedures related to the work.
- Irrigation systems and controls.
- Pesticides, herbicides, and fertilizers.

Ability to:

- Effectively direct the work of crews.
- Effectively and safely perform skilled park maintenance tasks.
- Work from plans and drawings.
- Prepare accurate job estimates on labor and material.
- Follow written and verbal instructions.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Represent the City, the department, or the organizational unit effectively in contacts with representatives of other agencies, City departments, and the public.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Perform heavy physical and manual labor.
- Use initiative and independent judgment within established policy and procedural guidelines.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction to maintain public facilities to established standards.
- Work in a safe manner, following City safety practices and procedures; model and enforce correct City safety practices; identify, correct, and report hazards.
- Maintain confidentiality regarding sensitive information.

Skill in:

- Driving a variety of vehicles safely.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: Four years of progressively more responsible experience in park maintenance work.

Training: Equivalent to graduation from high school.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, an appropriate, valid California driver's license and a satisfactory driving record.
- Incumbents are expected to obtain a State of California Pesticide Applicator's Certificate within one year from date of appointment. Incumbents who fail to obtain the required licenses within the stated period of time will be released from employment or returned to their last permanent position with the City.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Able to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb; lift and carry 75 pounds; dexterity to drive trucks and large vehicles; distinguish among various colors; distinguish various computer-generated auditory signals; use common hand tools; vision to read printed materials, a computer screen, and to test equipment in varied field settings; hearing and speech to communicate in person and over the telephone.

Work Environment: Work in a shop and field setting; exposure to inclement weather, cold, heat, noise, outdoors, dust, dirt, vibration, chemicals, traffic, traffic hazards, confining workspace, mechanical hazards, electrical hazards, and explosive hazards.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; maintain a clean and neat appearance; work protracted and irregular hours; respond to a pager; take 24-hour call and stand-by; available for evening meetings; available for unusual hours in emergencies.

Approved:	April 1994
Revised Date:	April 1995; December 2001, January 2003, June 2003, October 2022
Former Titles:	
Abolished:	
Bargaining Unit:	AFSCME
ADA Review:	1994/95; 2001, 2003
DOT:	No
Physical:	Class 2
Status:	Classified/Non-exempt
EEOC Category:	EF6/EJ8
Job Code:	A195

ADA Documentation of Essential Duties

1. SDE
2. SDE
3. SDE
4. MWE
5. MAE
6. OAE
7. SDE