

TITLE: Parks Maintenance Lead Worker JOB CODE: 1221

PREPARED: 6/30/03 FLSA: Non-Exempt

UPDATED: REVISION #:

Summary: Under general supervision, performs a variety of grounds maintenance at County facilities.

Distinguishing Characteristics: This designation is distinguished from the Parks Maintenance Worker classification by the added responsibility for providing formal work direction to both full- and part-time grounds keeping staff.

Essential Job Functions: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Plans, schedules and oversees the work of grounds keeping staff to ensure work projects are completed in a timely, quality and safe manner.
- Maintains the County's overall cemetery grounds, both developed and undeveloped.
- Inspects and maintains irrigation systems as needed.
- Performs weed control, including spraying pesticides and herbicides, hoeing and weed pulling.
- Applies fertilizer to ball fields and lawns.
- Mows lawns and trims trees and shrubs.
- Works with cemetery customers to respond to questions and complaints and to locate grave sites, dig and refill graves.
- Perform routine maintenance on vehicles and equipment.
- Performs related work as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of the principles, practices, procedures, methods and materials of grounds keeping.
- Knowledge of the principles, practices, procedures, methods and materials of the maintenance and repair of irrigation systems.
- Knowledge of the principles and practices of effective employee supervision.
- Knowledge of County policies, procedures, rules and regulations.
- Skill in planning and directing the work of other employees.
- Skill in operating hand tools, power tools and motorized equipment.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.

JOB DESCRIPTION

Parks Maintenance Lead Worker

Education, Experience, Certifications and Licenses:

- High School diploma or equivalent GED certificate.
- Four years of experience in groundskeeping or landscaping, with a minimum of one year of supervisory experience.
- Pesticide applicator license.
- Possession of a valid State of Nevada Driver's license.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in internal and external environments with exposure to inclement weather, and varying temperatures.
- May be exposed to hazardous chemicals.
- Subject to standing, walking, sitting, bending, reaching, kneeling, and lifting heavy objects up to 75 pounds.

Equipment and Tools Utilized:

 Special Equipment includes personal computer, hand and power tools, power and push mowers, sprayer, leaf blower, trencher, welder, cutting torch, compressor, meters, grinders, chain saw and various motorized equipment and vehicles.