

BUILDING AND GROUNDS CREW LEADER

Position Code: 1660

WC Code: 9102

FLSA Status: Non-Exempt

Pay Grade: 347 (\$32,620 - \$51,016)

Location: Public Services

Approval Date: 2014

General Statement of Duties

Performs responsible lead worker and semi-skilled duties in the maintenance and care of Town property and recreational grounds and golf course.

Distinguishing Features of the Class

An employee in this class assigns work for and supervises crews and performs a variety of manual and specialized labor tasks in the maintenance of the golf course, parks and cemeteries. Golf course maintenance includes mowing greens, tee boxes, roughs and fairways, performing routine maintenance on mowers, cutting and moving cup holes and cleaning up trash. Parks maintenance includes mowing grass, dragging and lining ball fields, painting and repairing benches and playground equipment, and cleaning up trash. Work may include directing or performing routine and specialized maintenance and repair of equipment used. Employee must be able to perform manual labor, as well as skilled and semi-skilled duties, and abide by safety rules and regulations. Accuracy in equipment operation is essential to cut the golf course precisely or avoid damage to other graves and markers or ensure citizens are not injured. Work may require serving on call. Work subjects the employee to inside and outside environmental conditions, noise, vibration, hazards associated with maintenance work, fumes, odors, dust, mists and oils. In some jobs involving equipment, duties may expose the employee to human body fluids and thus the work is subject to the OSHA requirements on bloodborne pathogens. Work is assigned daily by the Building and Grounds Supervisor and is reviewed through observation, quality and quantity of completed work and discussions.

Duties and Responsibilities

Leads a crew of workers in the repair and maintenance of Town property, recreational grounds.

Ensures work orders are complete

Completes reports and update records manually and through the use of computer software programs

Performs building repairs and maintenance

Performs on call duties for evenings, holidays and weekends

Performs grounds maintenance and landscaping

Operates equipment

Performs equipment maintenance

Researches and purchases supplies and materials

Performs building repairs

Inspects buildings for safety and maintenance needs

Other duties as assigned.

Golf Specific

Performs Turf maintenance; identifies turf issues and concerns; repairs, maintains and extends irrigation system; sprays pesticides and ensures course is ready to plant.

Parks Specific

Ensures maintenance of ball fields; ensures park grounds are maintained; ensures park buildings are maintained, and ensure playground equipment is properly maintained.

Cemetery Specific

Ensures maintenance of the cemetery; performs plot sales; meets with families; ensures burials are conducted properly; coordinates with the grave diggers; coordinates with funeral homes; maintains records and maps for the cemetery, and oversees marker installations

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Considerable knowledge of the principles and practices of repair and maintenance of Town properties, recreational ground, and golf course.

Considerable knowledge of the use of related equipment and materials.

Thorough knowledge of the occupational hazards and safety precautions of the work.

Some knowledge of related engineering specifications, and related environmental laws.

Some knowledge of budgeting and purchasing procedures.

Working knowledge of effective supervisory principles and practices and organizational personnel policies and procedures.

Working knowledge of playground inspection practices.

Ability to locate and lay out graves.

Ability to establish and maintain effective working relationships with supervisors, peers, subordinates, vendors, grieving families and citizens.

Ability to maintain and prepare accurate records.

Ability to perform basic math skills (addition, subtraction, multiplication and division.)

Skill in the repair and maintenance of the golf course irrigation system.

Physical Requirements

Must be able to perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, pushing, pulling, fingering, grasping, talking, and hearing.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Must possess visual acuity necessary to read maps and diagrams, to operate a vehicle and heavy construction equipment, and to read and prepare records.

Minimum Education and Experience

High School Diploma or GED and five to seven years of related experience; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid Pesticide License