

PARKS MAINTENANCE LEADER

JOB DESCRIPTION

Classification Responsibilities: A Parks Maintenance Leader is a working supervisor who plans, directs, and reviews the work for assigned crew, and part-time and temporary employees performing maintenance and repair work in support of the City's athletic/sports, baseball fields, or golf courses. Supervisory responsibilities include: assisting in the selection of staff; training subordinates; establishing goals and tasks; identifying, coordinating, and evaluating projects; prioritizing, scheduling, assisting, and monitoring daily work; coordinating the weekend crews; conducting performance appraisals; and monitoring leaves of absence. In addition, employees provide input for the section budget, and coordinate equipment needs with a Turf Equipment Mechanic I or II or Parks Equipment Mechanic. Maintenance duties include day-to-day maintenance of the turf and facilities at the City's athletic/sports field, baseball complexes, or golf courses. This class is responsible for performing related duties as required.

Distinguishing Features: Supervision is received from a Parks and Commercial Facilities Maintenance Foreman or Aquatics Maintenance Foreman (*depending on assignment*) who reviews work through conferences, reports, spot-checking, and results achieved. A Parks Maintenance Leader may be subject to yearly rotational stand-by duty and 24-hour call-out. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from high school or GED. Considerable (3 - 5 years) experience in the care and maintenance of turf, athletic fields, golf courses, parks grounds, landscaping, athletic field structures, and/or related equipment and facilities.

Special Requirements. Must possess a valid Class D Arizona Driver's License by hire or promotion date (*Baseball Maintenance, Athletic/Sport Fields, and Parks and Basin Assignments*). Must possess certification as a Pest Management Professional from Arizona's Office of Pest Management in the categories of 3-Ornamental & Turf and 4-Right-of-Way within six months of hire date (*Baseball Maintenance, Athletic/Sport Fields, and Parks and Basin Assignments*). Must possess certification as a Pest Management Professional from Arizona's Office of Pest Management in the categories of 3-Ornamental & Turf within six months of hire date or promotion (*Golf Course Maintenance Assignment*). Must meet the qualifications to wear a tight-fitting respirator by passing a medical evaluation in accordance with Code of Federal Regulations (CFR) 1910.134 by hire or promotion date and must maintain certification. Must complete Department of Transportation (DOT) Reasonable Suspicion Training for supervisors within 30 days of supervisory assignment of DOT safety sensitive employees

Substance Abuse Testing. None

Preferred/Desirable Qualifications. Some experience working in a lead or supervisory capacity is preferred. Experience and/or training in irrigation or sprinkler repair and installation is highly desirable. Irrigation and baseball/softball turf maintenance experience is preferred (*Parks and Basin, Baseball,*

and Athletic/Sports Field Maintenance Assignments). Aquatics endorsement from Arizona's Office of Pest Management (*Golf Maintenance Assignment*).

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge, and abilities listed, nor do the listed examples include all the knowledge and abilities, which may be found in positions of this classification.

Communication: Communicates with the general public, other City employees, vendors, contractors, professional baseball organizations, and special interest groups in order to provide facilities as scheduled and make adjustments as necessary. Instructs and trains subordinates in policies, procedures, and proper use of equipment for ballfield maintenance, golf course maintenance, or athletic sports field maintenance and preparation, and safety precautions. Completes safety inspection, accident, and incident reports. Instructs groups, such as the Mesa Little League, to perform their own field preparations.

Manual/Physical: Reviews the work products of others to ensure compliance with standard operating and safety procedures, federal regulations (Environmental Protection Agency), and state regulations (structural Pest Control Commission, Department of Environmental Quality). Inspects and monitors work-related conditions, condition of assigned ballfields, operation of equipment, and performance of subordinates to determine compliance with prescribed operating, safety, and work standards established by the department. Detects alarms and backup warning devices on vehicles to avoid hazardous situations. Operates a motor vehicle (van, pickup truck) requiring a standard Class D Arizona Driver's License to transport equipment and supplies to the job site (*Baseball Maintenance, Athletic/Sport Fields, and Parks and Basin Assignments*). Operates equipment such as a backhoe, front-end loader, turf sweepers, scalpers, aerators, boomless sprayers, and backpack sprayers to maintain turf and apply herbicides and pesticides using protective equipment as required. Operates and performs minor maintenance on a wide variety of power mowing and maintenance equipment used to prepare ballfield diamonds for play. Prepares schedules and daily work assignments to maintain field preparation schedules. Enters data or information into a personal computer (PC) to schedule run times for computerized sprinklers. Mixes and applies fertilizers, insecticides, fungicides, and herbicides to spray for weeds and insects. Performs safety inspections of dugouts, backstops, fencing, irrigation systems, and related facilities to maintain standards. Performs physical inventories of tools, supplies, and equipment, and issues equipment and materials to crew members. Move objects such as field tarps, netting, bags of seed, fertilizers, and herbicide containers. Works with cleaning fluids and agents, chemicals, pesticides, insecticides, and paints using normal and specialized protective equipment to apply herbicides, and clean equipment and facilities. Makes repairs on watering systems of ballfields or golf courses. Sets up and removes folding tables, chairs, barricades, and traffic cones to setup for special events, tournaments, and spring training. Works in a variety of weather conditions while performing ballfield maintenance activities. Meets scheduling and attendance requirements.

Mental: Plans and organizes the daily maintenance activities of ballfield maintenance or golf course crews, including coordinating crew assignments and weekly scheduling of field preparation. Supervises and evaluates the work of subordinate personnel. Prioritizes and assigns work to personnel and prioritizes own work. Interprets pesticide labels, calculates proper pesticide application dosages, and properly calibrates pesticide sprayers and spreaders. Understands blueprints and layouts to install

sprinkler systems, field installations, and oversee construction. Learns job-related material regarding turf maintenance, computer equipment operation, and supervisory practices.

Knowledge/Skill/Ability: (*Vary by assignment*)

Knowledge of:

methods of sprinkler repair;
standard methods, practices, materials, tools, and equipment used in developing and maintaining ballfields, sports fields, or golf courses;
plants, soils, fertilizers, pesticides, and herbicides;
supervision of staff, small crews, and projects;
operation, maintenance, and programming of irrigation systems;
herbicides, pesticides, fungicides, and application methods;
maintaining greens, tees, fairways, and associated areas (*Golf Maintenance Assignment*);
golf course set-up to include changing cups and tee markers (*Golf Maintenance Assignment*); and
maintenance of bunkers and water features (*Golf Maintenance Assignment*).

Skill in the use of small hand and power tools commonly used in maintaining landscaped areas.

Ability to establish and maintain effective working relationships with fellow employees.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 10/23

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JOB FCTN-TRA

INCREMENTS 44-200

PAY GRADE: 46

IND-9102

SWORN-No