

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Grounds Crew Leader	Job Code: 3207
Date: April 9, 2018	EEOC Code: SM
FLSA Designation: Non-Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is skilled technical and crew supervisor work responsible for highly specialized functions of the parks and grounds maintenance program.

CLASSIFICATION STANDARDS: Positions allocated to this classification are responsible to a designated supervisor and perform all tasks under general direction. This work is distinguished from that of higher-level classes by the lack of general management and administrative responsibilities and from lower-level maintenance classes by the responsibility for multiple crew supervision and the application of specialized skills related to parks and grounds maintenance activities.

ESSENTIAL DUTIES: May perform any combination of duties in the following areas: Construction: general work in the construction trades including excavating, sub-grading, trenching, final grading, concrete work, painting, electrical, masonry, roofing, framing, plumbing, and carpentry; develop, install, and maintain special park and grounds improvement projects; construct pavilions, facilities, and various other structures; maintain grounds, hardscapes, and softscapes; monitor employee and public safety, ensure utility markings are current on each job site; ensure OSHA and other regulations are followed; install of playground equipment and fall arresting surfaces; oversee installation of landscaping, irrigation systems, and fencing; plant trees, shrubs, turf, flowers, and sod; purchase materials for related projects. Equipment/Shop: oversee care and maintenance of equipment, vehicles, and tools; operate, repair, and maintain a wide variety of equipment and tools including small engines, gang mowers, trucks, and dump and hoist mechanisms; prepare and implement maintenance schedules; supervise the safety of shop activities; oversee security of equipment and materials; ensure OSHA and other regulations are followed; store equipment, tools, materials, and vehicles in orderly manner; conduct repairs on equipment in the field; oversee purchasing of equipment, parts, and tools; coordinate with supervisors, section leaders, and equipment users; weld with arc and Oxy-acetylene equipment. Irrigation Central Control/Turf: continually monitor ICC program; connect wiring and all other ICC field hardware components; maintain and prepare detailed records and reports; coordinate irrigation issues with supervisors, and other staff; ensure prompt notification and follow-up on ICC concerns; audit water usage; calibrate equipment as needed; maintain back flow prevention certification and equipment; prepare and implement annual turf maintenance plan; oversee seeding process and application of fertilizers and pesticides; identify and resolve turf problems including disease, pests, and antibiotic issues; monitor soil compaction; oversee training of assigned personnel; ensure job safety standards are met; remove snow and ice; assist other staff; perform other related duties as required.

MINIMUM REQUIREMENTS: High School Diploma or equivalent and three (3) years of experience equivalent to the level of Senior Grounds Technician **OR** six (6) years of general construction, grounds maintenance, or other job-related experience **OR** equivalent combination of job-related education and experience [substituting each one (1) year of post-secondary education/training for six (6) months of experience].

License(s)/Certificate(s): A valid, lawful Commercial Driver's License (CDL) is required. Utah Pesticide Applicator License, Playground Safety Inspector, Utah Contractor License for playground installation, or other certificates/licenses may be required for some positions.

SELECTION FACTORS: *Knowledge of:* operations performed and purposes served by functions of the parks and grounds maintenance program; modern supervisory techniques; ICC software functionality; various grounds maintenance and construction equipment; landscape and sprinkler system design and pumps; turf management and proper application and storage of chemicals; appropriate safety procedures; operations, functions, and terminology common to the work; basic English composition, spelling, and grammar. *Skill in:* basic mechanics, electrical, plumbing, carpentry, and masonry; properly using and caring for tools and equipment; practicing trust-building behaviors. *Ability to:* recognize and identify common weeds, pests, and diseases; effectively perform various skilled functions related to facility maintenance; perform basic math calculations; exercise independent judgment in evaluating situations and making recommendations; quickly and accurately perform work; communicate effectively both verbally and in writing; organize assigned work and develop effective work methods; schedule workload; prepare clear, concise, and accurate reports; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public at all times.

TOOLS AND EQUIPMENT USED: Heavy equipment including front-end loader, grader, back hoe, utility trailer, bob tail dump truck, and trencher, small and light equipment including mowers, gang mowers, sod cutters, chain saws, pruning equipment, trimmers, aeration tractor, chippers, various hand tools, and lawn mowing equipment, various power tools including nail guns, saws, drills, acetylene welding equipment, and other related tools, computers and other office equipment handheld radios and irrigation controllers.

PHYSICAL DEMANDS: Requires physical strength and agility to perform the work which includes: sitting, standing, walking, crawling, maneuvering on the ground, reaching, stooping, crouching, pulling and/or pushing, carrying, grasping, lifting, regular work with hands, use of motorized equipment, and other varied physical activities associated with maintenance work.

ENVIRONMENTAL FACTORS: Requires exposure to adverse weather, prolonged and high noise levels, hazardous conditions, and noxious chemicals. May also involve exposure to heavy traffic and stressful situations or environments, including, contact with the public and other stressful conditions related to the workplace. *Note: Employees of this class may be subject to on-call status.*


Department Director

3/29/18
Date


Mayor/Chief Administrative Officer

4-9-18
Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.