



Parks & Recreation Crew Leader

EEO Class Code: Operatives
Union Status: Unclassified
FLSA Code: Non-Exempt

The Town of Pembroke Park Job Description

Department: Public Service

Supervises: Maintenance Worker – Parks & Recreation

Position Reports To: Assistant Public Services Director

Sworn: No

Job Specifications

NATURE OF WORK

Under general supervision by the Superintendent, the job of the Parks & Recreation Crew Leader entails supervision and management of all grounds and facilities maintenance and repairs.

ILLUSTRATIVE TASKS

Tasks required of those in the position of Parks & Recreation Crew Leader include but are not limited to:

- Supervises routine grounds and facilities maintenance activities such as mowing and edging lawns, planting, trimming hedges, painting, tree trimming, basic electrical and plumbing work, and minor construction.
- Supports and assists grounds and facilities maintenance activities regularly.
- Supervise all fertilization and pesticide applications.
- Assign work orders to Maintenance Workers such as clean graffiti, pressure washing, painting, and other light construction details.
- Inspect and ensure that the playground area and exercise stations are clean, well-maintained, and free of any hazards.
- Ensure Town parks and recreation facilities are secure based on schedules and/or rentals.
- Process facilities rentals, collect payments, process deposit refund, and maintain rental documentation.
- Supervise and participate in set up and breakdown of chairs, tables, and other equipment for Town activities and events.
- Procure items for parks & recreation operations and maintenance.
- Keep accurate log of materials and supply orders.

- Ensure equipment is maintained and repaired on a regular basis by confirming equipment is operational, serviced and cleaned.
- Maintain inventory asset log of all parks and recreation equipment.
- Supervise the installation and maintenance of irrigation systems, equipment, and related components.
- Supervise repairs of right-of-way irrigation systems as needed.
- Assign custodial and general maintenance work for the Town's parks and recreation facilities and grounds.
- Assign general maintenance of the community garden such as fertilization, planting, landscaping, and other assigned tasks or projects as requested.
- Assist other Public Services division maintenance crew as needed.
- Conduct emergency preparedness activities in the event of a natural or man-made disaster and serve as essential personnel for relief and clean-up efforts.
- Ensure preventative maintenance on equipment is conducted, deliver Town vehicles for repairs and maintenance as needed, and maintain repair records and log.
- Ensure that Maintenance Workers are abiding by general safety practices while conducting daily work, including wearing protective equipment such as eye/face protective gear, ear protection, gloves, steel-toe boots, and other equipment as necessary based on the tasks.
- Prepare monthly report for Parks & Recreation division.
- Perform employee counseling and issue discipline as needed.
- Conduct monthly team meetings to communicate upcoming events, newly assigned tasks, and any other issues/concerns.
- Lead all setup, breakdown, organization, and operations for Town events, including the Town Health Fair. Supervise other divisions within Public Services during events as needed.

KNOWLEDGE, SKILLS AND ABILITIES

Employees in the position of Parks & Recreation Crew Leader - Parks should have:

- Knowledge of equipment, materials, and tools used in construction, grounds maintenance, utilities, and routine painting work.
- Knowledge of basic electricity and plumbing.
- Knowledge of proper safety practices, procedures and regulations applied to work being performed.
- Knowledge of the equipment, methods and materials used in ground maintenance.
- Knowledge of the proper methods and procedures used in cleaning work areas and equipment.
- Skill in the use and care of tools, equipment and materials.
- Skill in establishing and maintaining good working relationships with other Town employees and the public.
- Supervisory skills.
- Ability to take and issue oral and/or written instructions.

MINIMUM REQUIREMENTS

- Valid Florida Driver's License.
- High School Diploma or GED equivalent.
- Proficiency in the English language.
- Minimum of three (3) years of experience in a supervisory capacity in construction, landscaping, or a related field.
- Back-Hoe Operator Safety Certification or Tractor Certification (to be acquired within one (1) year period of start date).
- Basic Tree Trimming Certificate (to be acquired within one (1) year period of start date); Basic Tree Trimming License Preferred.
- LTD Commercial Fertilizer Applicator Holder Certification (to be acquired within one (1) year period of start date).

An equivalent combination of education and experience may be considered.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, pushing, pulling, grasping, talking, and hearing.
- Must be able to perform heavy work exerting, moving, or carrying up to fifty (50) pounds of force occasionally.
- Must possess visual acuity necessary to read maps and diagrams, to operate a vehicle, and to read and prepare records.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic).
- Work within a confined area.
- Ability to work in a computer station for an extended period.
- The employee is subject to working in inside and outside environments including extreme hot and cold weather and work hazards including loud noise, vibrations, moving mechanical parts, exposure to chemicals, fumes, odors, poor ventilation, and oils.
- The physical environment requires the employee to work inside and outside in heat/cold, wet/humid, and dry/arid conditions.
- May be requested to work overtime and weekends for special town events projects, and emergencies.