

SHAWNEE COUNTY, KANSAS
Position Description
Park Maintenance Leadworker (Parks)

POSITION CONTROL NUMBER: PR1065, PR1198 **FLSA STATUS: N**

POSITION DESCRIPTION

Under general supervision, this position leads a crew of employees in the maintenance and care of the park system and its contents. Day-to-day and seasonal tasks may differ greatly. Performs other duties as required. This position serves as a member of the Park Division under the direction of the Park District Manager.

WORK PERFORMED

- 60% Leadworker.** Leads and instructs maintenance crew on proper completion of duties. Inspects and reviews work of crew to ensure that projects are complete. Monitors crew that proper safety techniques are being utilized. Explains, demonstrates and trains others in the operation of all equipment used by the crew. Checks work procedures and products. On call weekends and evenings as required.
- 30% Equipment Operator.** Operates a variety of equipment in maintenance and repair. Requires knowledge and experience in working in a wide variety of the skilled crafts including plumbing, electrical, welding, concrete, carpentry, heating/cooling and painting.
- 10% Recordkeeping.** Maintains records and files. Researches and figures products and materials for improvements in park repairs. Works with contractors to obtain bids and schedules work to be done. Inspects playgrounds and docks for safety.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- General construction procedures, including electrical, plumbing, masonry, and carpentry work.
- Preventative maintenance techniques.
- The care and maintenance of trees, shrubs, flowers, plants and grass.
- The safety hazards and precautions.
- Effective leadership skills.

Ability to:

- Lead, organize and instruct employees performing manual, semi-skilled/skilled tasks.
- Recognize signs of unhealthy plants and grasses.
- Operate motorized vehicles, including lawnmowers, boats, backhoes, dump trucks and other powered equipment.
- Understand and carry out written and verbal instructions.
- Establish and maintain effective working relationships with employees, supervisors and the public.
- Instruct others in the operation of all tools and equipment used.
- Communicate effectively, both orally and in writing, using the English language.

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Skill in:

- The use of basic math to calculate mixes and measurements.
- The use of measurements including length, time, area and other geometrical formulas.

PHYSICAL REQUIREMENTS

N-Never **O**-Occasional (1%-33%) **F**-Frequent (34%-66%) **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting		X			Driving			X	
Pushing/Pulling			X		Bending			X		High Elevation		X		
Climbing	X				Reaching			X		Unprotected Heights		X		
Throwing	X				Lifting-50 lbs.		X			Around Moving Machinery			X	
ARMS					Carrying			X		Driving Automotive Equipment			X	
Reaching			X		Jumping		X			Exposure to Dust, Gases and Fumes			X	
Lifting-50 lbs.	X				Twisting			X		Cramped Body Position		X		
Pushing/Pulling			X		Squatting		X			Sustained Positions		X		
Carrying			X		Turning			X		Noise Levels (Excessive)		X		
Throwing	X				LEGS/FEET					Electrical Hazards		X		
EYES					Walking			X		Slippery Surfaces		X		
Near Vision				X	Standing			X		Work Above Ground		X		
Far Vision			X		Sitting		X			Work Below Ground		X		
Color Vision			X		Carrying			X		Irregular Surfaces				X
VOICE					Climbing		X			Moving Objects			X	
Talking			X		Jumping		X			In High Volume Traffic		X		
EARS					Turning			X		Exposure to Marked Changes in Temperature and Humidity				
Hearing				X	Lifting-50 lbs.		X						X	

EQUIPMENT USED

Backhoe	Track Loader	Welders	Weed Eaters	Boom/Dump/Trash Trucks
Skid Loader	Jack Hammers	Mowers	Hand Tools	Tractors and Implements
Stump Cutter	Torch	Chainsaws	Compressors	Snow Removal Equipment

MINIMUM QUALIFICATIONS

- High School Diploma or GED Certificate
- Eighteen (18) years of age.
- Five (5) years' experience in park maintenance, construction or agriculture, including some building trade experience. Vocational school training from an accredited vocational school or college classes from an accredited college or university in a closely related field may be substituted for the required experience.
- Valid Kansas Commercial Driver's License (CDL) and able to operate a County-owned vehicle (HR-2013-2).
- Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record

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that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

SPECIAL REQUIREMENTS

- Required to pass pre-employment/periodic CDL physicals/drug screens and a review of driving record.
- Required to lift fifty (50) pounds.
- Required to be on call on weekends and evenings as required.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

_____ Employee's Signature / Printed Name	_____ Date
_____ Administering Supervisor's Signature / Printed Name	_____ Date
_____ Appointing Authority's Signature / Printed Name	_____ Date

Created: 12/04
Revision History: 08/23