



## Title: Parks Crew Leader

FLSA Status: Non-Exempt

SAFETY STATUS: Safety Sensitive Position

### BRIEF DESCRIPTION:

The purpose of this position is to supervise crews that maintain the park grounds and facilities. This is accomplished by supervising personnel, monitoring project tasks and duties, and keeping fields and grass mowed. Other duties include performing minor carpentry and welding repairs, and operating heavy equipment.

### REPORTS TO:

This position reports to the Parks & Grounds Superintendent

### This position serves as a leader worker to:

Park Laborers and Park Equipment Operators

### ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

| (S) Sedentary   | (L) Light   | (M) Medium  | (H) Heavy   | (V) Very Heavy   |
|---|---|---|---|--|
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly. |

| # | Code | Essential Functions   | % of Time |
|---|------|---|-----------|
| 1 | L    | Supervises personnel by assigning work duties; observes and monitors work tasks; ensures project is completed in a timely manner; checks job sites after work has been completed; and ensures a safe working environment for crews. Performs other assigned duties as required by Parks & Grounds Superintendent. | 50%       |
| 2 | V    | Operates heavy equipment by picking up brush around the city; carries debris to the land fill; removes limbs and brush using a chipper.   | 30%       |
| 3 | M    | Performs other duties in the absence of others by welding tables and benches together; assists in the assemblies and repairs of park equipment; sprays herbicide along building, fence lines, and sidewalks throughout the city.  | 20%       |



## JOB REQUIREMENTS:

| -Description of Minimum Job Requirements- |   |
|---|---|
| Formal Education                          | Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, and technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training. |
| Experience                                | Over three years up to and including five years.  |
| Supervision                               | Work requires functioning as a lead worker performing essentially the same work as those directed and includes overseeing work quality, training, instructing, and scheduling work.   |
| Human Collaboration Skills                | Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.  |
| Freedom to Act                            | Receives Direction: Within this job, the employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. The employee has some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.  |
| Technical Skills                          | Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.   |
| Fiscal Responsibility                     | Has no budgetary/fiscal responsibility.   |
| Reading                                   | Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauri, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.  |
| Math                                      | Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.   |
| Writing                                   | Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.   |
| Certification & Other Requirements        | Valid Class C drivers license, Vector Control Applicators license   |



### OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

| Sedentary   | Light  | Medium  | Heavy   | Very Heavy <b>X</b>  |
|---|--|---|---|--|
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

### PHYSICAL DEMANDS:

| C<br>Continuously<br>2/3 or more of the time. | F<br>Frequently<br>From 1/3 to 2/3 of the time. | O<br>Occasionally<br>Up to 1/3 of the time. | R<br>Rarely<br>Less than 1 hour per week. | N<br>Never<br>Never occurs. |
|---|---|---|---|-----------------------------|
|---|---|---|---|-----------------------------|

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

| -Physical Demand-                  | -Frequency- | -Brief Description-   |
|------------------------------------|-------------|---|
| Standing                           | C           | observing work site, observing work duties, communicating with co-workers         |
| Sitting                            | F           | meetings, driving   |
| Walking                            | F           | to other departments/offices/office equipment, around work site                   |
| Lifting                            | F           | supplies, equipment   |
| Carrying                           | F           | supplies, equipment   |
| Pushing/Pulling                    | F           | equipment, tables and chairs, hose  |
| Reaching                           | F           | for files   |
| Handling                           | F           | paperwork   |
| Fine Dexterity                     | F           | telephone pad, calibrating equipment  |
| Kneeling                           | O           | retrieving items from lower shelves/ground  |
| Crouching                          | F           | retrieving items from lower shelves/ground  |
| Crawling                           | R           | under equipment   |
| Bending                            | C           | retrieving items from lower shelves/ground, making repairs                        |
| Twisting                           | C           | getting inside vehicle  |
| Climbing                           | O           | ladders, onto equipment   |
| Balancing                          | F           | on ladders, on equipment  |
| Vision                             | C           | driving, observing work site, reading   |
| Hearing                            | C           | communicating with co-workers and public and on telephone, listening to equipment |
| Talking                            | F           | communicating with co-workers and public and on telephone                         |
| Foot Controls                      | F           | driving, operating heavy equipment  |
| Other<br>(specified if applicable) |             |   |

# City of Hondo, TX



## MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Mower, bobcat, front-end loader, backhoe, dump truck, chipper truck, weed eater, chain saw, cones, chipper

## ENVIRONMENTAL FACTORS:

| C<br>Continuously | F<br>Frequently | O<br>Occasionally | R<br>Rarely | N<br>Never |
|-------------------|-----------------|-------------------|-------------|------------|
|-------------------|-----------------|-------------------|-------------|------------|

| D<br>Daily | W<br>Several Times Per Week | M<br>Several Times Per Month | S<br>Seasonally | N<br>Never |
|------------|-----------------------------|------------------------------|-----------------|------------|
|------------|-----------------------------|------------------------------|-----------------|------------|

| <b>-Health and Safety Factors-</b> |   |
|------------------------------------|---|
| Mechanical Hazards                 | C |
| Chemical Hazards                   | O |
| Electrical Hazards                 | R |
| Fire Hazards                       | R |
| Explosives                         | N |
| Communicable Diseases              | R |
| Physical Danger or Abuse           | N |
| Other (see 1 below)                | N |

| <b>-Environmental Factors-</b> |   |
|--------------------------------|---|
| Respiratory Hazards            | D |
| Extreme Temperatures           | D |
| Noise and Vibration            | D |
| Wetness/Humidity               | D |
| Physical Hazards               | W |

(1) N/A

## PROTECTIVE EQUIPMENT REQUIRED:

Safety glasses, leather gloves, back belt, safety vest, steel-toed boots, hard hat, ear plugs

## NON-PHYSICAL DEMANDS:

| F<br>Frequently<br>From 1/3 to 2/3 of the time | O<br>Occasionally<br>Up to 1/3 of the time | R<br>Rarely<br>Less than 1 hour per week | N<br>Never<br>Never occurs |
|--|--|--|----------------------------|
|--|--|--|----------------------------|

| <b>-Description of Non-Physical Demands-</b>  |  | <b>-Frequency-</b> |
|---|--|--------------------|
| Time Pressure                                 |  | F                  |
| Emergency Situation                           |  | R                  |
| Frequent Change of Tasks                      |  | F                  |
| Irregular Work Schedule/Overtime              |  | O                  |
| Performing Multiple Tasks Simultaneously      |  | F                  |
| Working Closely with Others as Part of a Team |  | F                  |
| Tedious or Exacting Work                      |  | F                  |
| Noisy/Distracting Environment                 |  | F                  |
| Other (see 2 below)                           |  | N                  |

(2) N/A

## PRIMARY WORK LOCATION:

|                                |   |                     |   |
|--------------------------------|---|---------------------|---|
| Office Environment             |   | Vehicle             | X |
| Warehouse                      |   | Outdoors            | X |
| Shop                           | X | Other (see 3 below) |   |
| Recreation/Neighborhood Center |   |                     |   |

(3)N/A



**SIGNATURE – REVIEW AND COMMENTS:**

I have reviewed this description and understand the requirements and responsibilities of the position.

---

Signature of Employee

---

Date

---

Job Title of Supervisor

---

Signature of Supervisor

---

Date

---

Job Title of Department Head

---

Signature of Department Head

---

Date

Comments: \_\_\_\_\_

---

---

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.