

CITY of AZTEC JOB DESCRIPTION

Job Title: Aztec Parks Crew Leader
Department: Parks/General Services/Recreation
Shift: 40 hours per week, Monday-Thursday, 6:30 am – 5:30pm
Pay Plan: 24-hour call
Exempt: Level 12 \$20.71/HR
Reports To: General Services Director
General Direction From: General Services Director
Position Closes: **Until Filled**

PURPOSE & NATURE OF JOB

Under the general direction of the General Services Director, the Park's Crew Leader is responsible for maximizing the efforts of the Park's maintenance crew while maintaining athletic fields, parks, park's facilities; sports activities, special events, turf management, plant & flower management, irrigation management; shop & yard organization. Trains and supervises crews, individual workers and performs related work as required. Must have the ability to move from one job to another when needed.

Must have a positive attitude, good communication skills and work well with the Citizens of Aztec, City Commissioners, City Management, City staff, and Purveyors

ESSENTIAL DUTIES

- Assists the General Services Director in the training, scheduling and coordination of all personnel, operations, and maintenance as it relates to park use and care.
- Responsible for daily safety meetings, toolbox training, playground maintenance inspections and documentation. Take corrective action to handle problems or hazardous situations or conditions with proper and timely notification and documentation. Must set and maintain the model for safe practices.
- Responsible for scheduling crew daily and prioritizing daily work schedule to complete park's related duties in a timely and efficient manner.
- Lead and participate in a variety of duties including the scheduling, training, preparation and operation of baseball season, soccer season and YAFL season as well as, setup and cleanup for special events. Must be able to interact with a variety of people, such as sports league officers and coaches, and individuals or groups who are organizing events.
- Supervises, trains, and assists with preparation/maintenance of soccer fields, baseball/softball fields, football fields and facilities so that fields are in appropriate condition for use for the season, individual games, or tournaments. Measures, marks and lays out playing fields, marks lines/boundaries on athletics fields using striping

machines, sets bases, pitching rubbers, and foul lines at correct distances on ball fields. Trains staff and ensures fields are set up properly on scheduled game days.

- Continues current weed and insect management program, monitoring all parks buildings, parking lots, medians, and all other designated areas.
- Continues the current turf management program through weekly visual inspection of all park's turf. Responsible for turf condition, soil health, weed control and dry areas. Oversee and participate in the preparation and application of a variety of fertilizers, and other chemicals which promote growth or retardation of turf. As well as pesticides, insecticides and other pest and disease eradication, or control methods.
- Continues current seasonal maintenance schedule for all athletic fields, and park's turf, to include, mowing, trimming, edging, irrigation needs, startup and winterization of irrigation systems, and various other maintenance needs as identified.
- Responsible for installing, programming, and troubleshooting the Baseline irrigation system.
- Continues current tree, flower and shrub maintenance schedule for all tree wells, and free-standing trees, medians, parking lots, bump outs, flower and shrub beds and baskets, to include chemical applications, irrigation needs, winterization procedures, weeding, trimming, pest control, and various other maintenance needs as identified.
- Maintains parking lots and roads in and around parks and some buildings. Controls drainage in parks, as well as litter and large debris.
- Supervises and assists with installation and repair of irrigation systems. Maintains an in-depth knowledge of all irrigation systems and repair, irrigation wiring, valves, sprinklers, pipe, and fittings. Monitors and maintains vertical multistage pumps including hydraulic and electronic controls for raw water usage.
- Maintenance of current inventory for routinely used maintenance items such as fertilizer, marking dust, seed, irrigation parts, paint, fuel, etc., so that a reasonable supply is always kept on hand.
- Trains others and operates a variety of motorized equipment such as lawn mowers, heavy equipment, tractor and various attachments, various hand tools and other related maintenance and landscaping equipment in a safe and efficient manner.
- Responsible for preventative maintenance and repair of equipment and vehicles, as well as equipment and vehicle inspections and documentation.
- Works with building supervisor to oversee the maintenance of all facilities and buildings located within the park system. Assists with recycle center and ensures the Park's shop and yard are kept in good order.
- Participate in a variety of duties including the scheduling, training, preparation, and operation of General Service responsibilities.
- Will assist with the daily operations and maintenance of the Minium Park splash pad, including monitoring water levels and performing routine cleaning and basic maintenance as needed.
- Responsible for the maintenance and general repair of all City buildings and facilities.

Other duties as assigned.

RESPONSIBILITIES

Supervision:	Serves as First Line and is responsible for safety, quality, and quantity of work. Trains personnel, schedules, assigns tasks, and
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	ensures completion of work.
Public Contact:	Some recurring routine contacts with the public or workers in other units requiring exchange of factual information.
Budget:	Required to act and encourage a fiscally responsible culture.
Other:	Other responsibilities as directed.

GENERAL INFORMATION

The duties/responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, or a logical assignment to the position.

MINIMUM JOB QUALIFICATIONS / REQUIREMENTS

- Must be able to pass a pre-employment physical and drug screen.
- Must have a valid driver's license.
- May be subject to random drug/alcohol testing as per city policy.
- Must possess strong communication skills.
- Must have supervisory or leadership skills.
- Must have the ability to move from one assignment to another when needed.
- Must have knowledgeable in safe work practices and sets good examples.

Education:	High School Diploma or G.E.D. Two to Five years progressively responsible related experience required. Six months to two years' supervisory experience (preferred)
Experience:	OR Equivalent combination of education, training and experience that provides the requisite knowledge, skills, and abilities for this position
Knowledge:	Must be knowledgeable in turf and plant management, irrigation systems, athletic fields, and parks maintenance.
Certificates/Licenses:	NM pesticide applicators license within 12 months of hire. NM Certified Pool operator within 12 months of hire. National Certified Safety Playground Inspector ASAP All other safety certifications classes are required by the City, as they are scheduled.
Recertification:	NM Pesticide License every year NM Pool Operator Certificate every 2 years Playground Inspector 3 years
Use of Tools and/or Equipment:	Pickup, flat bed trucks, trailers, tractors, backhoe, forklifts, mowers, hand tools, electric drills, power saws and sanders, jack hammer, compressors, trenchers, weed eaters, saws, vacuums, ladders, and lift systems. Computers, variety of software

applications, and office equipment, irrigation controls and satellites

WORK ENVIRONMENT

Physical Demands:	Effort is exerted regularly for sustained periods of time. Strain may be for frequent or moderate duration. Moderately heavy lifting (80lbs.), pushing, and pulling. Considerable crouching, stooping, or lying in prone position. Some strain on sight and hearing. Performs in abnormal positions. Subject adverse weather conditions. High Manual dexterity required.
Hazards:	Frequent exposure to hazardous work conditions.
Exposures:	Moderate exposure to high pressure hydraulics, compressed air, glues, solvents, herbicide, pesticides, fertilizer, gasoline, oil, diesel, cement, cleaning agents, detergents and other job-related chemicals or contaminants, building construction materials of all types, temperature changes, noise, inadequate lighting, inclement weather, etc. Periodic conditions which involve a chance of injury.