



## **CLASSIFICATION DESCRIPTION**

**TITLE: Parks and Recreation Lead- Parks      JOB CODE: 11 (Non-Exempt)**

### **GENERAL DESCRIPTION OF DUTIES**

Under general supervision, performs semi-skilled to skilled vehicle and equipment operation in the installation, maintenance and repair tasks associated with City infrastructure development and public properties management. Employee functions in a lead capacity and area of assignment may include, but is not limited to, streets and transportation, parks and recreation, utilities systems installation and maintenance, and public works operations. Employee is distinguished from that of the journey level position by knowledge and proficiency gained through training and experience. Performs related work as directed. Employee functions at senior level to perform complex work with independence, and more difficult work under guidance and supervision of the Recreation Supervisor responsible for the specific functional area.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Supervises and trains staff in assigned functional areas; ensures the safe and productive use of equipment utilized in associated repair work; trains and directs subordinates in the use, care, and maintenance of tools and equipment.
- Performs as lead worker while working on, assigning, directing, and monitoring the work of the crews.
- Participates in the hiring of staff and in managing the performance of staff to include evaluation and adherence to City policies and procedures.
- Operates light to heavy vehicles and equipment in the installation, maintenance and repair functions associated with the assigned functional area.
- Performs labor intensive, complex construction, maintenance and repair work; works independently or as part of a work crew in installation, maintenance and repair activities in the management and care of City infrastructure and properties.
- Depending on area of assignment, operates equipment that includes, but is not necessarily limited to, back-hoes, loaders, mowers, chippers, dozers, draglines, forklifts, graders, strippers, rollers, loaders, trenchers, and heavy equipment/trucks.

- Performs pre-trip inspection and log recording duties as prescribed by department, County, State and related regulatory standards, policies, procedures and requirements.
- Identifies potential hazards for the general public during installation, maintenance and repair projects; determines appropriate equipment operating procedures accordingly.
- Participates in the construction, renovation and restoration of landscapes, grounds, streets and other properties disturbed or altered by service operations.
- Performs various incidental tasks to support efficient functioning of the unit, e.g., customer service, general facilities/grounds maintenance.
- Performs in the safe and proper operation of tools, vehicles and equipment; adheres to prescribed safety standards and regulatory requirements.
- Participates in work-site safety set-up, e.g., setting barricades and cones, prepping for excavation, assisting with utility locates, prepping for confined space entry, performing traffic control in accordance with uniform work zone safety standards.
- Inspects completed work for proper operation, adherence to work orders, and safety.
- Must be able to respond to emergency and after-hour calls on nights, weekends and holidays.
- Participates in the development of budget items associated with assigned functional area and monitors adherence to City purchasing policies and procedures.
- Obtains oral and written quotes in the procurement process of parts, materials, and equipment according to City policies.
- Responsible for ensuring all work and activities are performed safely and in accordance with City policies.
- Completes all required paperwork to include work orders and monthly reports.
- Works directly with management staff in the direct, day-to-day supervision of field crews, subcontractors and the completion of assigned functional area specialty projects.
- Under general direction is responsible for independent judgment and analysis of section operation, troubleshoots problems, performs operation, investigations, tracking and reporting of various programs.
- Performs various customer service duties.
- Operates and performs minor maintenance on all heavy and construction equipment and vehicles up to and including class eight (8).
- Ensures that equipment and vehicles meet all safety and operational standards.
- Where applicable, will serve on emergency call out duty and must be available for emergency call backs twenty-four (24) hour on call operations.

- Supports other divisions of the Parks and Recreation Department when requested/required.
- Must function in severe weather conditions and have the ability to respond to hazardous/risky situations and perform mitigation efforts in emergencies.
- Performs related duties as directed.

### **MINIMUM TRAINING AND EXPERIENCE**

High School Diploma or GED; supplemented by five (5) years light and heavy equipment operating experience and the ability to perform labor intensive work within difficult environmental conditions to include frequent lifting, pulling and pushing of 50 lbs.; or an equivalent combination of education, training, and experience.

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS**

Must possess a valid State of Florida Class “A” Commercial Driver’s License.

Other licenses, certifications or registrations may be required depending upon functional area.

Must possess a Spray Technician Certification within 6 months.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Knowledge of the safe and proper use and care of manual, electrical, gas and hydraulic powered tools and equipment used in the assigned functional area.
- Knowledge of the proper placement of barricades and signage for road and lane closures needed for the protection of vehicular and pedestrian traffic.
- Skill in the operation of light to heavy vehicles and equipment in the installation, maintenance and repair functions associated with the assigned functional area.
- Ability to read and interpret various documents such as safety rules, operation and maintenance instructions, procedure manuals, and related documentation.
- Ability to read and interpret blueprints and a variety of instructions in written, oral, diagram or schedule form.
- Ability to use a transit or laser for grading purposes.
- Ability to work in temperatures exceeding 100 degrees for extended periods of time
- Ability to with stand exposure to dust, mold, fiberglass and various chemicals.

- Ability to establish and maintain effective working relationships and communications with other employees and the public.
- Ability to work independently to carry out assignments to completion.
- Ability to perform duties with a professional and cooperative work ethic.
- Must have general computer skills.

### **PHYSICAL REQUIREMENTS**

- While performing the essential functions of this job, the incumbent is regularly required to lift, move or carry objects over 100 pounds; ascend or descend ladders, stairs, scaffolding, ramps, poles; utilize feet and legs or hands and arms; maintain body equilibrium to prevent falling when walking, standing, crouching, or navigating narrow, slippery, or erratically moving surfaces; bend body downward and forward by bending spine and legs; move about on hands and knees or hands and feet; use hands to finger, handle or feel objects; and to reach with hands and arms.
- While performing the essential functions of this position the employee is frequently exposed to fumes, odors, or airborne particles, toxic or caustic substances, excessive noise, traffic and dampness/humidity. While performing the essential functions of this job, the incumbent is regularly exposed to possible bodily injury from electrical shock; falling from exposed places; and moving mechanical parts of equipment, tools, and machinery.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.