JOB DESCRIPTION

JOB IDENTIFICATION			
Job Title:	Maintenance Crew Leader	*Pay Grade:*	SM-04
Department:	Parks and Recreation Maintenance	*FLSA Status:*	Non-Exempt
Location:	Maintenance Shop	*Reports to Position:*	Maintenance Supervisor
Effective Date:	10/9/2026		

JOB SUMMARY

Assists with the supervision of equipment operators in the maintenance of municipal parks and facilities. Working supervision to include removal of litter, mowing, weed eating, blowing and other maintenance requirements. Ensures proper loading/unloading and maintenance of tools and equipment. Ensure proper placement of traffic control devices when needed. Maintains daily activity reports and other records.

ESSENTIAL JOB DUTIES/RESPONSIBILITIES

The following duties are normal for this position. The omission of specific statement of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned and expected aside from those set forth below to address operational needs and changing operational practices.

- Maintenance of municipal parks and facilities to include trash removal, mowing, weed eating, blowing and athletic field preparation
- Daily inspection of equipment and tools at the both the beginning and ending of the work day and reporting any deficiencies for repair
- Loading and unloading of tools and equipment at the beginning and ending of the workday, including safely securing tools and equipment during transit and proper storage when not in use
- Ensures that the work zone is safe and all safety measures are in place, to include traffic control

- Supervisory duties including providing guidance and direction of tasks to the equipment operators within the division and maintaining daily activity logs and other reports

QUALIFICATIONS

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities required for this position would be:

Education/Training

High School Diploma or GED

Experience

Prior experience working in landscape maintenance or grounds keeping
Prior experience working with maintenance equipment and machinery
Prior supervisory experience preferred

Licenses or Certifications Required

Possession of a valid driver's license from state of residence

The following generally describes the knowledge and abilities required in order to successfully perform the assigned duties of the position:

Knowledge of:

- Operation and preventative maintenance of lawn mowers, weed eaters, blowers and other grounds keeping equipment
- Supervisory and safety practices needed to keep work running efficiently

Ability to:

- Keep notes on daily activities and assignments
- Operate a two way radio
- Follow instructions without immediate supervision in order to carry out assigned tasks
- Be able to effectively relay instructions to coworkers
- Work after hours and weekends as requested/scheduled

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with the Americans with Disabilities Act, the City encourages both prospective and current employees to discuss potential accommodations needed to perform the essential duties of this position.

Environment: Work will primarily be in an outdoor setting with exposure to extreme heat, cold and inclement weather conditions.

Physical Demands: See accompanying page for details

Key Working Relationships: Equipment Operators, Maintenance Supervisor, Maintenance Superintendent, Director of Parks and Recreation

APPROVAL/ACKNOWLEDGEMENT

Department Head	Parks & Rec Director Title	Date
Human Resources Director	HR Director Title	Date
City Manager	City Manager Title	Date
Incumbent Employee Printed Name and Signature		Date

PHYSICAL REQUIREMENTS – PARKS AND REC– MAINT CREW LEADER

LIFT/CARRY

	Rare 0%-10% of the time	Occasional 11%-33% of the time	Frequent 34%-66% of the time	Continuous 67%-100% of the time
1-10 lbs		X		
11-20 lbs			X	
21-50 lbs		X		
51-75 lbs	X			
76-100 lbs	X			

PUSH/PULL

	Rare 0%-10% of the time	Occasional 11%-33% of the time	Frequent 34%-66% of the time	Continuous 67%-100% of the time
1-10 lbs		X		
11-20 lbs			X	
21-50 lbs	X			
51-75 lbs	X			
76-100 lbs	X			

MOVEMENT

	Rare 0%-10% of the time	Occasional 11%-33% of the time	Frequent 34%-66% of the time	Continuous 67%-100% of the time
Bend/Stoop/ Twist			X	
Crouch/ Squat		X		
Kneel/Crawl		X		
Reach Above Shoulders		X		
Reach Below Shoulders			X	
Repetitive Arm Use			X	
Repetitive Wrist Use			X	
Repetitive Hand Use				
a) grasping			X	
b) squeezing			X	
Climb Stairs/Ladder	X			
Uneven Walking Surface			X	
Even Walking Surface			X	

HEARING/VISION/DEXTERITY

	N/A	AVERAGE	LOW
Hearing Acuity		X	
Visual Acuity		X	
Manual dexterity		X	

EQUIPMENT USE & OPERATION

	Rare 0%-10% of the time	Occasional 11%-33% of the time	Frequent 34%-66% of the time	Continuous 67%-100% of the time
Motor Vehicle		X		
Heavy Equipment (Backhoe, dump truck)	X			
Large Apparatus (Fire Truck, Street Sweeper)	X			
Small Equipment (Mower)				X
Handheld tool/equipment (tamps, weed eaters, shovel)			X	

WORK WITH/NEAR

Machinery				X
Electricity	X			
Power Tools	X			
Impact Tools	X			
Chemicals	X			
Fumes	X			
Heights	X			

ENVIRONMENT

Indoors	X			
Outdoors				X
Extreme Heat				X
Extreme Cold				X
Dusty				X
Excessive Noise				X
Other (explain)	X			

ENDURANCE

Task	Hours at One Time	Total Hours in an 8 Hour Day
Sit	2	6
Stand	2	6
Walk	2	6

Additional Considerations (including clarification of any of the above)