

City of Oregon City

Position Description

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| Position: Parks and Cemetery Team Leader | AFSCME Union |
| Department/Site: Parks and Recreation | FLSA: Non-Exempt |
| Evaluated by: Parks and Cemetery Manager | Salary Grade: 33 |

Classification Summary

The position reports to the Parks and Cemetery Manager and is responsible for leading the daily activities of the team and providing technical resources related to the operation of the Parks and Cemetery Division, which includes cemeteries, horticulture, active and passive park spaces, playgrounds, trails, buildings, seasonal operations, special events, and capital projects. The Parks and Cemetery Team Leader will lead and perform a variety of skilled work in the coordination, preparation, repair, and maintenance of park grounds and sports/activity fields. The incumbent will also oversee the installation, repair, and maintenance of sprinkler irrigation systems, maintenance of buildings, and the construction of special landscaping or public use areas. Additionally, they will serve as the team leader on park preparation and maintenance projects.

Distinguishing Characteristics

The Parks Team Leader is the senior and master level in a career path for park and cemetery ground keeping. Advancement to Team Leader requires competency in multiple areas of specialization requiring advanced training, education, and experience. Advancement to Team Leader requires a demonstrated ability to perform the most complex diagnostics and labor, prioritize assignments, train staff specialists, and perform peer level quality review of completed work.

Typical Duties and Responsibilities

- Schedule, organize and guide work projects, schedule staff for services, prepare grave sites, and maintain park routes; including estimating time and materials, equipment, and supplies, and making field crew assignments.
- Develop training programs and train crew members.
- Serve as a lead on landscape and horticultural matters. May plan, draw, select plantings, and prepare land changes that conform to desired landscaping goals.
- Act as point of contact in the field, respond to customer questions and follow up.
- Gather information, materials, equipment, and personnel needs in preparation of reports and budget.
- Design and install new landscaping by cultivating and renovating areas and installing or replacing turf, trees, ornamental plants, shrubs, ground covers, annuals, and bulbs. Stakes, prunes, thins, and transplants turf, trees, ornamental plants, shrubs, ground covers, annuals, and bulbs.
- Maintain Parks' buildings and structures. Repair, modify, paint, and replace fixtures, plumbing, electrical and structural components. Prepare, repair, or install fencing, paving materials for pathways, retaining walls, borders, posts, slabs, drains, RV site hookups and culverts.
- Set up and maintain sports/activity fields/areas and playground equipment. Maintain play areas and equipment, surfaces, and outdoor seating areas in a safe and usable condition. Mow, groom,

contour, and may paint and line public use play fields. Remove trash from receptacles, seating and grounds. Repair seating, railing, fountains, bike racks and other fixtures.

- Perform full range of duties in lower-level Parks Maintenance series positions.
- Coordinate with other Parks and Recreation department staff and external groups for large event support and logistics, i.e., funerals, concerts, festivals, such as preparation of sites and access ways.
- Maintain current Safety Data Sheet (SDS) for potentially hazardous materials. Maintain logs and file pesticide use reports.
- Provide oversight of Clackamette RV Park, Boat Ramps/Docks, Pumpout/Dump stations
- Perform other duties as assigned that support the overall objective of the position.

Minimum Qualifications

Knowledge

The position requires specialized knowledge of:

- Turf management and maintenance practices, horticulture and methods of planting and caring for plants
- Sprinkler and irrigation system design, installation, operation, and maintenance
- The operating and mechanical characteristics of a full-range of grounds maintenance equipment sufficient to skillfully operate and perform routine maintenance
- Landscape blueprints and specifications
- Proper and safe application of fertilizers, herbicides, and pesticides
- Plant diseases and pests, and their biological and chemical controls
- Metal fabrication and welding techniques
- Electrical and plumbing assessment and diagnosis
- Tree and plant assessment
- Record keeping
- Safe lifting techniques, and techniques for safe handling storage and disposal of hazardous materials

Skills and Abilities

This position requires the ability to carry out, but is not limited to, the following functions:

- Independently lead and train others in the full spectrum of Park Maintenance activities
- Design, install, operate, maintain, and repair sprinkler and irrigation systems
- Safely operate large vehicle, excavating, and other mechanical equipment
- Safely use and operate hand tools, mechanical equipment, power tools, and equipment required for the work in a safe and efficient manner
- Perform minor repair and servicing of pumps and motors used in irrigation systems and motorized equipment
- Skillfully and safely operate grounds maintenance power equipment and hand tools
- Use sufficient math to calculate distances, proportions, and sums.
- Lead projects and oversee the work of others; direct and coordinate activities of project or crew

- Sufficient interpersonal skills to work cooperatively, as part of a team, to serve internal and external customers
- Provide impeccable service in interacting with the public
- Use of a computer to organize information and data, compile reports and communicate by email
- Maintain accurate records
- Work varying schedules in support of projects and events

Education, Training, and Experience

The position typically requires a High School diploma or equivalent and 6 years of increasingly responsible experience in park management, landscape architecture, botany/horticulture, forestry, or a closely related field. Experience must include performing in areas such as operation of excavating equipment and repair and upkeep of parks structures, cemetery, and applying special knowledge of landscaping and horticultural techniques. Post high school training in landscaping or a related area may substitute for some experience.

Other Requirements

- Must pass a criminal background check.
- Valid driver's license required.
- Public Pesticide Applicator License within one year of hire.
- Certified Playground Safety Inspector within one year of hire.

Working Conditions/Physical and Mental Demands

Requires the ability to stand for extended periods of time, walk up to 400 yards, and manipulate (lift, carry, move) light to heavy weights of up to 75 pounds on a regular basis. Requires the ability to push, pull, and guide materials over 75 pounds. Requires the ability to climb, i.e., ladders, stoop, kneel, and crouch regularly. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate demanding grounds equipment and read instructions and safety information. Requires near and far visual acuity to read printed materials and observe stationary and moving objects. Requires auditory ability to hear machinery sounds and alarms. Requires speaking ability to carry on ordinary conversations. Requires the ability to work in extreme temperature conditions. Work is performed indoors and outdoors where significant health and safety considerations exist from physical labor and working with machinery.

This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.