



CITY OF HAWTHORNE
CREW LEADER – PARK MAINTENANCE
Classification Specification
(Classified)

JOB SUMMARY

Under general supervision, performs a variety of tasks as a working lead person engaged in the construction and maintenance of City parks spaces, park equipment, park and right of way landscape areas and parks facilities.

SUPERVISION RECEIVED

The Crew Leader – Park Maintenance works under the direct supervision of the Director of Recreation and Community Services or Director of Parks and Recreation or designee.

DISTINGUISHING CHARACTERISTICS

The Crew Leader – Park Maintenance classification is distinguished from other Crew Leader classifications by the degree of specialized park construction and maintenance required supervision of the operation of motorized heavy equipment necessary to properly complete park or right of way maintenance projects, and the supervision of subordinate personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- The following is a list of typical duties assigned to the Crew Leader – Park Maintenance classification. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.
- Supervises and works collaboratively with a small crew engaged in construction and maintenance of City park spaces, park equipment, park and right of way landscape areas and park facilities.
- Operates and helps maintain applicable motorized heavy equipment utilized in park maintenance projects.
- Responsible for the construction and renewing of park facilities.
- Identifies and prioritizes work, schedules and assigns work to designated crew.
- Ensures efficient, timely and safe completion of assigned projects.
- Ensures that the necessary materials, supplies and equipment are available through inventory management.
- Ensures the proper maintenance of equipment utilized and issued for assigned projects.
- Maintains accurate records and logs of work performed, equipment and staffing usage.
- Responsible for training, assigning, reviewing and evaluating the work of assigned crew.
- When necessary is responsible for initiating corrective action.
- Maintains effective working relationships with the general public, supervisors and subordinates.
- Performs other related work as requested and assigned.

MINIMUM QUALIFICATIONS

Education/Training

Graduation from high school or G.E.D.; and four (4) years of direct and relevant experience working and supervising in the field of maintenance and construction with respect to park spaces, park equipment, parks and right of way landscape and park facilities.

Licenses, Certificates and/or Special Requirements:

Must possess a valid California Class B driver's license.

Possession of the Work Zone Safety Certification or must obtain this certification within the first six (6) months of employment.

Certified Playground Safety Inspector (CPSI) Certification is highly desirable.

Certified Backflow Prevention Assembly Tester Certification is highly desirable.

Arborist Certification is highly desirable.

Knowledge, Skills and Abilities:

- Knowledge of techniques and apparatus used in the performance of a variety of skilled labor tasks in particular proper operation of appropriate vehicles, machines and tools for parks, park and right of way landscape and park facility construction and maintenance.
- Knowledge of various park maintenance, park landscape and park facilities maintenance.
- Knowledge of the State of California Manual on Uniform Traffic Control Devices (MUTCD).
- Knowledge of basic elements of supervision and personnel management.
- Knowledge of basic safety rules and regulations.
- Ability to establish and maintain good working relationships with the general public, supervisors, subordinates, and other city employees.
- Ability to supervise, train, evaluates, and schedule the work of subordinate staff.
- Ability to produce in written form, personnel evaluations, field reports, logs, and other necessary forms during the course of work.
- Ability to work weekends, holidays, and other assigned shifts as assigned by the department.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to individuals with disabilities to perform the essential functions.

While performing the required duties of this job, the employee is required to sit, stand, stoop or bend for up to two (2) hours, talk, hear, walk; reach with hands and arms above and below shoulder level, use hands to fingers to handle, operate objects, tools, and/or controls. The employee may lift objects

up to 85 pounds or push objects up to 100 pounds. At times the employee may work in inclement weather or under adverse conditions.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this classification. Depending on the assignment, the employee performs work indoor and/or outdoor during seasons, climate and weather conditions will vary. On a regular basis the employee may encounter dust, dirt, paint fumes, chemicals and oily conditions, odors and explosive or combustible substances. Slippery surfaces, high elevations, cramped positions, noise and vibrations are frequent factors. Meeting deadlines is frequently encountered. Physical demands include continuous arm movements, standing, bending, pushing, and reaching. Must submit to random drug testing in accordance with the City's drug and alcohol policy as an employee who falls under the authority of the Department of Transportation (DOT).

FLSA Status: Non-Exempt
Bargaining Unit: HMEA
Civil Service Status: Classified

Revised: August 2020
CSC Approved: August 6, 2020
March 5, 2020