

## **Parks Lead Worker/Supervisor**

The City of Leavenworth, an equal opportunity employer, has an opening for a Parks Lead Worker/Supervisor in its Public Works Department. This full time union position would involve leading and supervising the Park's Division staff, would participate in the construction, maintenance and repair of the City's parks grounds, facilities, and landscaped areas within City Parks and rights-of-way. The Parks Lead Worker/Supervisor also plans, coordinates, assigns and supervises the work of crews involved in the Parks Division. Washington Class C Drivers license is required. Having or able to obtain a Class B Commercial Driver's License (CDL) within the first year of employment is preferable. Must obtain a State of Washington issued pesticide applicator license or Pest Inspectors license, within the first year of employment. Knowledge of computer maintenance systems is desirable. Probationary salary is \$3,286/month plus excellent benefits with an increase to \$3,866 within 6 months of employment. For full Job Description and Application please contact the City of Leavenworth, 700 US Highway 2, Leavenworth, WA 98826, (509) 548-5275 or visit our website at [www.cityofleavenworth.com](http://www.cityofleavenworth.com). For questions, contact Public Works Director Dave Schettler. Closing Date: Tuesday, January 24 at 5:00 p.m.

**CITY OF LEAVENWORTH**  
**JOB DESCRIPTION**

**TITLE:** Parks Lead Worker/Supervisor  
**REPORTS TO:** Directly Public Works Field Supervisor and/or Public Works Director  
**DEPARTMENT:** Public Works/Park Division  
**POSITIONS SUPERVISED:** 8-Month and 6-Month Seasonal Parks employees, Full and Part-time park employees  
**FLSA STATUS:** Non-exempt  
**SALARY RANGE:** Probation (six months): \$3,286 per month  
Range following successful completion of probationary period: \$3,866 per month

**POSITION SUMMARY**

Under direction from the Public Works Field Supervisor, the Parks Lead Worker/Supervisor leads and supervises Park's Division staff by example. Participates in the construction, maintenance and repair of the City's parks grounds, facilities and landscaped areas within City rights-of-way. Plans, coordinates, assigns and supervises the work of various crews involved in the Parks Division. Provides technical staff assistance, training and performs related work as required.

Under the direction of the Public Works Field Supervisor, the Parks Lead Worker/Supervisor directs, instructs, and allocates work assignments of Parks personnel, as assigned, and/or performs the most difficult trouble shooting, maintenance, installation, and/or repair work of the Cemetery, Parks and landscaped areas.

. Employee is responsible assisting individuals and groups using parks, and maintaining park property, equipment and buildings. Employee is also responsible for the safety and security of parks and patrons. Employee must exercise initiative and independent judgment in ensuring safety and security of parks. Employee must also exercise tact and courtesy in frequent contact with park patrons and the general public.

**DISTINGUISHING CHARACTERISTICS:**

The Parks Lead Worker/Supervisor position is distinguished from other Division classifications in that it provides the full front-line supervision over subordinate personnel, and is accountable for the efficiency of assigned crews and the timely completion of projects in accordance with

Departmental policies, guidelines, and schedules. They are expected to handle both routine and unusual problems related to Parks Division activities and maintain a high level of expertise in park maintenance and management. The Parks Lead Worker/Supervisor also has administrative and technical writing responsibilities.

**REPRESENTATIVE DUTIES:**

The representative duties listed include essential and non-essential functions that vary by position. Individuals with disabilities will be considered for placement into positions in this class based upon an assessment of the essential functions of the particular position.

- Lead, guide and motivate Parks Division staff. Supervise, assign and perform a full scope of Parks and Landscape Maintenance work. Effectively plan and prepare by arranging or scheduling appropriate personnel, equipment and materials necessary for parks maintenance and projects;
- Effectively supervise, train, motivate, evaluate, assign, coordinate and schedule the work of maintenance personnel;
- Identify, trouble shoot and successfully correct a wide range of park construction, installation, landscape, and equipment challenges, including but not limited to: drainage, irrigation, erosion control, soil, turf, ground cover, weed, disease, pest, shrub and tree management, playground repairs, etc.;
- Assignments include working with the public, public works divisions, contractors, and individuals in the same field in inspecting and determining the extent of weed infestation, insect infestation, and disease infestation and determines the approach to remedy such infestations located on City property.
- Make area and volume calculations necessary for generating reports and carrying out the Division's Chemical Application, Landscape and Parks Maintenance programs;
- Prepare computer generated reports;
- Responsible for maintaining and enforcing the duties and responsibilities of the Division's Safety and Training Programs;
- Provide written reports and perform a variety of personnel and administrative actions, including scheduling, training, interviewing, cost estimating, and drafting performance evaluations. Provide as needed input on the selection, dismissal, transfer, and disciplinary actions of employees;
- Provide quality assurance and control by inspecting new installations and repair work during its performance and upon completion;

- Coordinate work projects with other Divisions, private contractors and public agencies and monitor the work of contractors;
- Prepare requisitions and purchase orders. Prepare job cost estimates. Assist in developing, administering, and monitoring Division budget;
- Identify, evaluate, recommend and provide corrective action for agronomic, construction, mechanical and/or landscape maintenance and repair problems;
- Monitor stock of supplies and materials, and notify the Superintendent of the Division's purchasing needs;
- Maintain daily records and determine equipment, personnel, and material needs used for maintenance systems and projects;
- Respond to citizen inquiries and complaints regarding Park, Landscape and Maintenance operations;
- Coordinate emergency and special assignments with other city departments and Divisions including outside agencies and companies;
- Handle Division issues related to Leavenworth park and other citywide events and
- Other duties as assigned.

### **REQUIRED QUALIFICATIONS**

- Requires a minimum education level of High School graduation or GED Equivalence. College-level courses and/or specialized education in horticulture, urban forestry, turf maintenance, or other related field are desirable;
- Requires a minimum of six (6) years park maintenance/landscape/urban forestry/ or other occupation involving horticultural operations and maintenance, of which three (3) years are of a supervisory/lead worker experience;
- Must be able to obtain and maintain a Class B Commercial Driver's License (CDL) with air brake restriction lifted within the first year of employment with the City of Leavenworth. Preference will be given to those applicants that currently have their Class B Commercial License;
- Must obtain and maintain a State of Washington issued pesticide applicator license or Pest Inspectors license, (either of which to carry the category of Landscape Maintenance) within the first year of employment with the City of Leavenworth;
- Requires ability to render decisions with firmness, good judgment, impartiality, forward thinking, and an understanding of precedent and legal ramifications. Requires the ability to solve problems using deductive reasoning;

- Requires ability to create and maintain respectful and nondiscriminatory professional working relationships with co-workers, contractors, craftsmen, and the public;
- Must be able to prioritize activities and manage schedules in a manner which allows for completion of all job duties efficiently and within required schedules;
- Requires the ability to keep records and make reports which are well-written, analytical, forward-thinking and legally defensible;
- Requires the ability to understand and follow both oral and written instructions and communicate orally and in writing;
- Requires the ability to utilize computerized systems and Microsoft Office computer applications;
- Requires the ability to maintain confidentiality of critical information;
- Must be able to work weekends, holidays, festivals, and the hours of work required to meet the needs of each, which may require working split shifts.

**DESIRABLE QUALIFICATIONS:**

Any combination equivalent to 5 years of full time experience and post high school education that would likely provide the required knowledge and abilities may qualify. Examples of education and/or experience combinations are as follows:

- Equivalent to completion of the twelfth grade and 5 (five) years of increasingly responsible experience in Parks, Landscape Maintenance/Installation and Construction or related work, including three years at a level comparable to a Lead Parks Maintenance Worker;
- Completion of a 2-year degree in Parks, Agri-business, Horticulture or other agronomical related field and 3 (three) years of increasingly responsible experience in Parks, Landscape Maintenance/Installation and Construction or related work at a level comparable to a Lead Parks Maintenance Worker;
- Completion of a 4-year degree in Parks, Agri-business, Horticulture or other agronomical related field and one year of experience in parks, landscape maintenance/installation and construction or related work at a level comparable to a Lead Parks Maintenance Worker.

Ability to:

- Identify plant material, weed and pest species;

- Communicate effectively, both orally and in writing utilizing terminology and technical expertise required in the Landscape, Parks and Horticultural industry;
- Read and interpret blueprints, diagrams, and construction drawings;
- Establish and maintain effective working relationships with employees, government officials, contractors and the general public.
- Certifications:
  - a Master Gardener,
  - a Playground Safety Inspector through the National Playground Safety Institute (NPSI),
  - an Arborist through the International Society of Arboriculture (ISA),
  - Back Flow Prevention auditor,
- Irrigation auditor and Washington Landscape Technicians are highly desirable.

**Safety Practices:**

- Complies with federal, state, county, and City of Leavenworth laws, rules, regulations, ordinances, and policies;
- Performs work within *WISHA* safety standards and the City's *Accident Prevention and Safety Program* (Printed 2-25-2002; distributed 6-24-2002) with consideration for public safety and convenience;
- Identifies unsafe working conditions and deficiencies and takes appropriate action to immediately correct them;
- Seeks instruction for unaddressed safety and health situations from competent, qualified employees, supervisors, and/or management;
- Attends safety meetings and tool box talks;
- Uses protective clothing and personal protective equipment when and where required or necessary;
- Performs work in a smoke and drug free work environment to promote health, safety, and productivity.

**Machinery, Equipment, Tools, and Heavy Equipment:**

- Is capable of competent, qualified operation of assigned machinery, equipment, tools, and heavy equipment within each unit's capacity necessary to accomplish required tasks.
- Examples of such units include, but are not limited to:
  - Broadcasters (hand, walk-behind), common hand and power tools, compactors, concrete saw, crow bars, detection devices, diagnostic devices, ditch compactor, ditch witch, drills,

generator, jacks, jackhammer, lutes, picks, post hole digger (hand or tractor-mounted), rakes, saws (hand, power, concrete, skill, jig, chain), shovels (specialized, square, round, grain), spray equipment, tamper, tools (air, impact, hand, power operated, battery operated), whacker, wrenches, hydraulic lifts, sickle bar, etc.;

- Backhoe, car hauler trailer, fork lift, front-end loader, high velocity jetter flusher, lowboy trailer, truck (single axle, tandem axle, utility, pickup, sludge, snow plow, sanding), Bobcat, etc.;
- Safely perform all duties, including tree work at heights up to 30 feet.

The employee participates in park maintenance activities, sometimes during inclement weather. There is exposure to hazards from equipment and chemicals. The employee may be called during off duty hours to report for work or coordinate work activities during emergency situations.

### **Physical Capabilities:**

- Physical strength sufficient to perform heavy manual labor for extended periods of time during the regular shift, during overtime hours and when performing work under emergency conditions;
- Must be able to perform heavy manual labor associated with assigned maintenance tasks, which may include safely lifting and moving objects weighing up to 100 pounds;
- Capable of exerting physical effort that includes combinations of standing, sitting, bending, walking, stooping, digging, manipulating, climbing, balancing, kneeling, crouching, crawling, lifting; walking over rough terrain and uneven or slippery surfaces; using hands to finger, handle, feel objects or tools or controls; frequently reaching with hands and arms;
- Talking, hearing, tasting, and smelling capabilities sufficient to alert oneself and others to unusual, unsafe, or dangerous situations;
- Vision capabilities that include close vision, distance vision, color vision, depth perception, peripheral vision, night vision and adjusting focus with or without vision aids (prescription eyeglasses or contact lenses);
- Hand-eye coordination and fine manipulation capabilities necessary to operate various machines.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in an outside environment and inside, which is busy, oriented to public service and subject to constant work interruptions. Employees may work under the stress of continual public and/or inter-departmental contact and pressure to meet timelines.

The noise level in the work environment is usually moderate but at times can be sustained loud noises due to equipment being used. Ear protection is required to be worn at all times when operating equipment where the equipment operations manual requires it to be worn, or when noise levels are excessive or constant.

Following an offer of employment, and prior to starting work, individuals will be required to have a pre-employment physical examination by a physician designated by the City of Leavenworth. The City will pay for the examination. Satisfactory clearance to perform representative duties and physical capabilities will be required for employment.

*The Statements contained herein reflect general details as necessary to describe the principal functions of this job, the scope of responsibility, and the level of knowledge and skill typically required, but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.*