

City of Victorville Position Description

LEADWORKER - GOLF, GROUNDS, TREES AND MEDIANS

DEFINITION

Under general supervision, leads and directs a maintenance crew and performs a variety of skilled and semi-skilled tasks in the development and maintenance of City parks, open space areas and golf courses; and does related work as required.

DISTINGUISHING CHARACTERISTICS

This position is in a skilled class within the Community Services Department and reports to the Golf Course and Grounds Manager. This position is distinguished from the Maintenance Worker III and lower level positions by the ability to perform tasks at a higher skill level, to train and supervise small maintenance crews, and provide input and assistance with employee performance evaluations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs skilled to semi-skilled work in the development and maintenance of City parks, open space areas and golf courses including the maintenance and repair of electrical, plumbing and irrigation equipment; operates light equipment such as mowers, tractors, backhoes and loaders; hand waters, rakes sand traps; plants, transplants, cultivates, aerates, waters, fertilizes, seeds, trims and maintains landscaped areas around public buildings, in park sites, open space areas and golf course areas; trains, leads, and supervises maintenance crews; assists in gathering information for budget preparation; provides project status information; operates City vehicles and equipment and performs all job functions in a safe and efficient manner; utilizes computer software programs competently; and performs related duties as required.

EMPLOYMENT STANDARDS

Training & Experience - Graduation from high school or GED equivalent and three years of experience in landscaping maintenance, including one year of experience in a leadership role or a leadworker capacity. Supplemental college courses in supervision or management highly desirable. Applicants must possess experience relevant to actual vacant position.

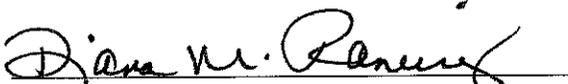
Licenses & Certificates - Possession of a valid unrestricted California Class "C" driver's license. Possession of or the ability to obtain within six months, a valid California Certified Pesticide Applicator's License for public agencies.

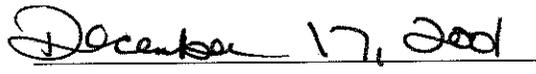
Knowledge & Abilities - Knowledge of: sprinkler installation, repair and preventive maintenance; of physical needs of plants including watering, fertilization and trimming; safe work practices; principles of supervision, training and performance evaluations; modern office equipment including computers. **Ability to:** lift heavy objects regularly and repeatedly; operate light trucks, loaders and similar equipment; evaluate new or improved methods of operation for effectiveness and efficiency; maintain discipline; select, train, supervise, and evaluate staff, as well as manage and coordinate the work of a small crew; interpret and explain City policies and procedures; utilize problem solving techniques; perform administrative duties involving the use of independent judgment and discretion; establish and maintain effective work relationships with supervisors, fellow employees and the general public; routinely adheres to and maintains a positive attitude; prioritize and schedule workload to ensure completion when faced with deadlines or emergencies; operate City vehicles and equipment in a safe and efficient manner.

WORKING CONDITIONS

Work is performed in a variety of environmental conditions, both indoors and mostly outdoors, with exposure to wide temperature variations, noise, vibrations, fumes, grease, machinery and its moving parts, odors, and dust, and occasional exposure to hazardous conditions and irritating chemicals. Physical demands regularly require standing, walking, bending, stooping, lifting moderately heavy objects, and sometimes working in high, precarious places. Incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent will be required to respond to emergencies after regular working hours and on weekends and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying hours.

APPROVED:


DIRECTOR OF HUMAN RESOURCES


DATE REVISED

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position
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