

# Job Description

**Human Resource Use Only**

**Position Number:**

**Step/Grade**

**Effective Date:**

## POSITION IDENTIFICATION

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**Position Title:** Parks Team Leader

**Division:** Department of Public Infrastructure

**Status:** Full-Time, Hourly

**Workweek:** Monday – Friday, Weekends as assigned by Supervisor

## SUPERVISORY RELATIONSHIPS

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**Reports to:** Operations Division Manager

**Directly Supervises:** Parks Workers I & II

## POSITION PURPOSE

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The Park Team Leader supervises crews in the operation and maintenance of the parks department. This is a supervisory position requiring mature judgment, detailed planning ability and the ability to redirect staff as priorities change. Supervision is exercised over a number of skilled and semi- skilled laborers. This position works hand in hand with the City Forester, but has final say as to the daily parks operations. This position includes duties (including repetitive manual work) in the maintenance, operation and development of city-owned parks. The employee must be capable of hard physical labor and should have a thorough appreciation of the occupational hazards and an understanding of the appropriate safety measures required for the work. The employee must possess the ability to get along well with the public, with employees and with management. This position may assist in the removal of trees by use of a truck with extended boom, chain saw, and power driven winch. General assignments are received from a manager, but employees in this class are expected to exercise judgment in selecting work methods and in planning details. The Park Team Leader reports to and receives administrative guidance from the Operations Division Manager and Director of Public Infrastructure and is expected to carry out most duties of this position independently.

## ESSENTIAL DUTIES

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- Plans and makes work assignments for various crews and inspects work upon completion.
- Supervises and trains work crews, including full-time employees and up to 25 seasonal employees in proper work techniques and procedures and in the operation and maintenance of equipment.
- Maintains necessary records and prepares periodic activity reports, including equipment asset forms.
- Performs any of the work duties of the Park Worker I and II classifications.
- Recommends hiring, discipline, suspension or discharge, if warranted, to the Operations Division Manager.
- Performs maintenance duties for all equipment.

- Works with Operations Division Manager to Plan, schedule, and supervise equipment changeover for seasonal work
- Processes requests for vacation, sick leave and other leave for seasonal employees under the Parks Team Leader supervision in compliance with policies set by the Operations Division Manager.
- Makes planning and budgeting recommendations to the Operations Division Manager.
- Oversees jobs in progress and makes recommendations for changes in practices.
- Schedules overtime authorized by the Operations Division Manager of employees under Park Team Leader's supervision as needed.
- Enforces division safety programs in accordance with federal and state mandated regulations in the field.
- Manage complaints concerning the Parks and report actions to the Operations Division Manager.
- Assumes duties and responsibilities of Parks Team Leader as needed.
- Coordinates and inspects work with private contractors and vendors as needed.
- Supervises and assists in grass cutting, leaf collection and removal, snow removal, the cultivation and watering of parks grounds and all other tasks required to successfully operate the parks.
- Maintains all appurtenances in the parks.
- Maintains all City owned sports facilities (ie: ball diamonds, tennis courts etc).
- Plans and executes landscaping as required in parks.
- Orders materials necessary for maintenance of equipment, buildings, and grounds.
- Orders janitorial and paper stock items for all parks buildings.
- Assists in preparation of equipment specifications.
- Operates and oversees the operation of all equipment used in the parks operation, including trucks, lawnmowers, leaf blowers, compressors, trimmers, snow blowers, etc.
- Follow-up on acts of vandalism including notifying police and performing and overseeing necessary repairs.
- Oversees playground inspections.
- Project management for Parks Division as assigned by the Operations Division Manager.

## OTHER DUTIES

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- Performs other duties as assigned.
- May be required to assist with streets snow removal operations when necessary.

## MINIMUM POSITION QUALIFICATIONS

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**Education:** High School Diploma or equivalent; technical training relative to the position. An equivalent combination of training and experience may be acceptable only if the City determines that the applicant's previous background provides the required knowledge, skills and abilities to perform in the Park Team Leader position.

**Experience:** Thorough knowledge of methods, practices, equipment, tools, materials and supplies used in park and forestry work and related operations. Good knowledge of occupational hazards. Supervisory experience preferred.

**Certifications/Licenses:** Must possess a valid Wisconsin Driver's License.  
Must possess or obtain a valid commercial drivers class B & C license with air brakes issued by the State of Wisconsin within six (6) months of hire date.

**Other Requirements:**

**KNOWLEDGE, SKILLS, & ABILITIES**

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Skill in the safe operation and use of pertinent tools and equipment and ability to instruct others in the use of equipment. Ability to plan and supervise the work of skilled and semi-skilled workers and to establish and maintain effective work relationships with subordinates. Must have the ability to read and interpret documents such as safety rules, operating instructions, blueprints, government regulations and procedures manuals, ability to complete routine paperwork evaluation after completing a task, and the ability to effectively present information to other employees and supervisors. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals, ability to calculate areas, circumference, and volume, and the ability to apply concepts of basic algebra and geometry. This position requires the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Must have the ability to maintain poise and respond in a respectful manner to the public under pressure situations, ability to apply situational reasoning ability by exercising good judgment in the implementation of work orders. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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**BACKGROUND CHECKS- Condition of Employment**

**PHYSICAL DEMANDS**

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**Manual Dexterity:** While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to handle or feel; reach with hands and arms; stoop, kneel, carry, twist, crouch or crawl; talk and hear. The employee is occasionally required to sit, climb, balance, smell and may be required to work in high places.

**Physical Effort:** Must be physically able to perform any and all duties of all personnel in Parks. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, occasionally lift and/or move more than 100 pounds. Use of an air hammer sometimes results in repetitive motion.

**Working Conditions:** The employee must be able to adjust from one schedule to another at short notice and be able to maintain attention to task in overtime situations. Must be capable of working long hours in adverse weather conditions. In the performance of this position, the usual climate will be the outdoor environment. Work outdoors will expose the employee to weather conditions such as extreme cold, extreme heat, wet and/or humid conditions, and toxic or caustic chemicals. The employee occasionally may be required to negotiate semi-rough and rough terrain. The noise

level is generally moderate but may be quite loud depending on equipment used or work being done in the area. The employee is frequently exposed to moving mechanical parts and vibrations and may be exposed to fumes and airborne particles.

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This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.