

## Parks Maintenance Crew Leader

FLSA Status: Covered  
Bargaining Unit: Portland City Laborers 483 (PCL)

### General Summary

Positions in this class provide leadership and direction to a park maintenance work crew and assure that work projects are completed in accordance with plans and specifications and in a safe and efficient manner.

### Parks Maintenance Crew Leader - 30000084

#### Distinguishing Characteristics

The employees in this classification typically work in an assigned area which does not have a Parks Maintenance Supervisor (e.g.: Turf Maintenance, Equipment Services, Fencing & Amenities, Trails). Incumbents must have a thorough knowledge of operations, projects, and equipment in that assigned area. The Parks Maintenance Crew Leader is distinguished from a lead worker, as defined by the DCTU labor agreement, by greater responsibility for clarifying work, scheduling work, assigning crews, and for less job time spent working with crews on-site.

#### Typical Duties/Examples of Work

1. Assists supervisor with planning and scheduling park construction, maintenance, repair and renovation work; inspects park assets; identifies needed repairs; reviews project requirements; ensures timely application for permits as needed.
2. Collects, clarifies and prioritizes work orders and work requests; prepares work orders to help track specific projects and assignments; keeps accurate records of work accomplished using automated data base and written records.
3. Assigns, schedules and coordinates staff, equipment and materials for planned work projects and immediate work orders; meets with contractors; ensures supplies and equipment are available for scheduled work.
4. Provides direction to parks maintenance crew; monitors work of the crew for quality and compliance with city code, standards and practices; reports work quality issues, conflicts, and other problems to supervisor or manager for appropriate action; may train new employees; instructs and directs work of citizen volunteers, inmates and city employees; assesses skill levels and assigns appropriate tasks.

5. Works with crews on job site; monitors safety compliance; handles on-site public relations; operates motorized equipment relevant to assigned area, such as commercial mowing equipment, tractors, rototillers, dump trucks or trailers, and a variety of hand and power tools.
6. Responds to calls to work during emergencies; coordinates emergency work crews.
7. Performs related duties as assigned.

**Required Knowledge, Skills and Abilities**

Knowledge of: methods, materials, environmental conditions, constructs, tools and equipment use in the maintenance and repair of park facilities for assigned area, such as landscapes, trails, utility systems, hardscapes or park amenities; codes and regulations relevant to assigned area; hazards and safety practices involved in work; pedestrian and vehicular traffic control and safety; project planning; labor and material estimating; material procurement and storage; employee relations; effective leadership

Skill in: safe operation of landscape and construction tools and equipment needed for assigned area; instructing and overseeing others in the use of tools and equipment; exercising tact, diplomacy and persuasion with a diversity of people; completing reports; performing measurements, geometric (volume, weight, area) and arithmetic calculations.

Ability to: use safe working practices in all environments relevant to assigned area; lead, coach, monitor and provide direction to staff and volunteers; schedule and assign work; interpret and apply plans; work effectively with coworkers in a diverse workforce; respond appropriately to questions/concerns from other employees and the public.

**Special Requirements**

Some positions may require endorsements, certifications or licenses, such as a Commercial Driver's License or pesticide applicator license.

**Working Conditions**

Work in this class is often performed outdoors in various weather conditions. Most positions require some lifting of up to 75 pounds and exposure to hazardous materials. Must be able to wear protective gear and to work in and around traffic.

**Class History:**

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Adopted: 04-21-2004

Revised: 02-23-07 – addition of trails functions

June 2009 - Change Job Class number from 1219 to 30000084, due to system change.

Revised: 7-1-17 - Union changed from DCTU to PCL