

The Maryland-National Capital Park and Planning Commission

TITLE: Parks/Facilities Maintenance Leader

GRADE: 16 DATE: 10/25/2023

SERIES: Building and Grounds CODE: 2526 EEO: Service and Maintenance FLSA: Non-Exempt Maintenance

Class Definition:

Under general supervision, leads and performs skilled maintenance work at parks, trails, golf courses, recreation centers, office buildings, facilities, and other sites. Leads and directs the day-to-day activities of workers performing maintenance work involving building and facility maintenance, groundskeeping, custodial, general labor, trails and landscaping requiring light to occasionally strenuous physical effort. Provides varied assistance to park and facility supervisors in the coordination and supervision of maintenance workers and activities or projects. Plans, schedules, assigns, and monitors work; leads workers at job sites and projects; and performs reporting, data entry, and inventory and supply activities. Work requires knowledge of basic trades methods and procedures and the ability to use a variety of manual and power tools and instruments to perform basic skilled trades work as an individual contributor or as a leader over maintenance workers. May coordinate repairs or installations with skilled trades workers. Leads employees and operates and directs the operation of a variety of light and medium automotive and power equipment (e.g., dump trucks with attachments (plows, graders), tank trucks, trucks with trailers, tractors with attachments, bucket trucks, large industrial type power movers with attachable implements) and heavy equipment (bobcats, front end loaders, tree spade, backhoes, and graders). Work consists of related procedures and tasks and information on which to act is obtained by close examination, use of arithmetic, or by referring to readily available sources. Work results directly in a service affecting many parts of the organization and the physical well-being of the visiting public by ensuring safe and effective maintenance and building repairs on Commission facilities, trails and lands. Applies knowledge of, and skill in, grounds keeping, turf maintenance, pesticide and fertilizer applications, landscaping, and irrigation systems repair and maintenance, maintenance practices, products and equipment, custodial techniques and cleaning products and equipment, automobile and equipment maintenance, basic skilled trades (i.e., HVACR, electrical, plumbing, carpentry, masonry, painting welding) work and safety procedures and practices. Performs various types of analyses and makes the full range of calculations. Interacts with people inside and outside the work unit, including the public, to exchange information, coordinate, instruct, guide and advise. Performs other duties, as assigned.

Assignments are made in terms of ongoing functional responsibilities and requirements for specific assignments. Incumbent independently plans and carries out the work in conformance with established policies and procedures and accepted practices, resolves commonly encountered work problems and deviations by selecting and applying the appropriate guideline(s), keeps the supervisor informed and brings procedural exceptions to the supervisor's attention for guidance or resolution. Work is expected to be accurate, timely and consistent with guidelines – the incumbent is held responsible for results; work is evaluated in terms of quality, quantity, timeliness, teamwork, customer service and other factors.

Job Summary

Leads and performs skilled maintenance work in the day-to-day activities of maintenance workers performing maintenance work involving building and facility maintenance, groundskeeping, custodial, general labor, trails and landscaping. Requires knowledge of basic trades methods and procedures and the ability to use a variety of manual and power tools and instruments to perform basic skilled trades work as an individual contributor or as a leader over maintenance workers. Responsibilities involve planning, scheduling, assigning, and monitoring work; leading workers at job sites and projects.

The Maryland-National Capital Park and Planning Commission

TITLE: Parks/Facilities Maintenance Leader

GRADE: 16 DATE: 10/25/2023

SERIES: Building and Grounds CODE: 2526 EEO: Service and Maintenance FLSA: Non-Exempt Maintenance

Examples of Important Duties:

1. Leads the day-to-day activities of maintenance workers to perform a wide range of assignments. Plans, schedules, assigns, monitors work and provides technical assistance to resolve problems. Trains staff in equipment operation, grounds maintenance, trails maintenance, greens keeping, landscaping, building maintenance and basic skilled trades work, pesticide and fertilizer mixing and application, and safety procedures and practices. Participates in employee selections, performance evaluations and counseling and recommends disciplinary actions. Inspects worker quantity and quality of assigned tasks. Instructs safety training of equipment to workers.
2. Leads crew to cut grass with precision mowers. Performs maintenance and repairs on equipment. Leads crew to install fences, rebuild bunkers. Identifies safety rules and hazards and corrects safety problems.
3. Provides leadership on minor golf course construction projects (e.g., bunker renovations, drainage installation, tree removal, green aerifications). Transports specialized golf course equipment with a truck and trailer to Commission golf courses. Leads and directs workers in laying out athletic fields (i.e., installs fences and backstops).
4. Performs all golf course maintenance tasks at an expert level; includes, but not limited to, growing grass, irrigation, chemicals, diseases, golf course specialized equipment and leadership of staff. Resolves customer complaints.
5. Plans work and receives work orders, drawings, and plans. Estimates and orders supplies and materials needed for work and crew assignments, sets priorities for workers to complete assignments on-time and accurately and identifies and corrects problems as needed. Conducts inspection of park property for safety purposes. Leads and directs workers to accomplish established work programs and corrects problems. Oversees maintenance and custodial contractors and documents contract compliance.
6. Leads workers on minor construction projects (e.g., sheds, trails, bridges, gates, fences, play equipment and various other park amenities, greens and tees at golf courses) and building renovations (e.g., painting, rough carpentry). Performs basic skilled trades (e.g., masonry, painting, carpentry, plumbing, electrical, welding) for building, playground, or structure repair or installations.
7. Leads workers to perform tree maintenance activities and inspects site. Drives trucks to carry crew and equipment to work sites. Clears fallen trees from roads, trails, bike paths and buildings using chain saws and axes. Provides emergency service as required.
8. Leads workers on landscaping, trails maintenance and turf maintenance projects. May operate tractors, backhoes and other medium to heavy equipment to perform difficult projects. Mixes and sprays chemicals to treat plant and turf diseases or eliminate pests and weeds. Plants trees, shrubs and flowers according to established standards. Constructs various types of ornamental beds. Clears brush, prunes deadwood and cuts down small trees and applies fertilizer as needed.

The Maryland-National Capital Park and Planning Commission

TITLE: Parks/Facilities Maintenance Leader

GRADE: 16 DATE: 10/25/2023

SERIES: Building and Grounds CODE: 2526 EEO: Service and Maintenance FLSA: Non-Exempt Maintenance

9. Leads workers to move furniture, equipment and other heavy items. Sets up tents, exhibit stands, tables and chairs for Commission programs and events.
10. As directed by supervisor, maintains, prepares, and initiates records. Keeps inventory and supply records. Participates in investigations and writes reports of accidents, injuries and equipment damage. Submits routine and special reports connected with facilities and programs. May collect or enter data into the Enterprise Asset Management (EAM) system and enters work order completion forms.

Important Worker Characteristics:

- A. Knowledge of, and skill in (1) groundskeeping; (2) trails and turf maintenance; (3) landscaping; (4) maintenance practices, products and equipment; (5) basic automobile and equipment maintenance; (6) custodial techniques and cleaning products and equipment; (7) gardening; (8) park operations and maintenance; (9) pesticide and fertilizer application; (10) safety techniques, procedures and requirements; (11) general trades (electrical, plumbing, carpentry, masonry, painting, welding); (12) tree maintenance and removal; (13) irrigation systems repair and maintenance; (14) safety procedures; and (15) Commission organization, policies and procedures*.

**Knowledge is typically acquired or fully developed by on-the-job training in this job class.*

- B. Knowledge of, and skill in assigning or reviewing tasks, setting the pace, and otherwise assisting the supervisor by performing group leader work or ability to rapidly acquire knowledge and skill set.
- C. Skill and ability to (1) lead maintenance workers in various park or general maintenance activities and projects; (2) operate automotive and heavy power equipment including trucks, truck and trailer combinations, farm tractors with attachments, bucket trucks with attachments (plows, graders), trash trucks, dump trucks, tank trucks, bobcats, front-end loaders, small tree spades, turf rollers, backhoes, dozers, and truck or vans with trailers, variety of precision golf course maintenance equipment to rebuild bunkers, repair irrigation systems; (3) apply pesticides and fertilizers; (4) identify turf diseases, insect, pests and drought conditions on turf grass; (5) operate hand and power tools, chainsaws, and power saws, woodchippers, push and riding mowers, tractors with attachments, trucks or vans with trailers; (6) apply basic skilled trade practices safely and effectively; (7) calculate fractions, decimals, and percentages; (8) operate various computerized software programs; (9) provide courteous service; and (10) perform First Aid, cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED).
- D. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Examples include applying principles to solve practical problems; managing supply and material orders to ensure on time-delivery to meet work schedules; resolving issues in which rework of projects may be necessary to meet quality standards; and using standard measuring equipment to mix chemicals and perform various maintenance activities (e.g., reconstruct golf course greens and tees, plant trees and shrubs, setting up and maintaining irrigations systems).

The Maryland-National Capital Park and Planning Commission

TITLE: Parks/Facilities Maintenance Leader

GRADE: 16 DATE: 10/25/2023

SERIES: Building and Grounds CODE: 2526 EEO: Service and Maintenance FLSA: Non-Exempt Maintenance

- E. Skill in communication to understand verbal and written information (including facts, descriptions, and ideas) and to express such information so that others will understand. Examples include reading and writing routine records, reports and correspondence; reading and understanding simple blueprints, plans and diagrams; explaining safety and work regulations and procedures to staff; identifying and prioritizing work assignments and assigning staff accordingly; and following-up of projects assigned and providing instruction and guidance to resolve issues or complaints.
- F. Interpersonal skills to interact in a businesslike and customer service-oriented manner including skill in establishing and maintaining effective working relationships and leading and working as a member of a team.

Minimum Qualifications (MQs):

1. High school diploma or Certificate of General Educational Development (GED).
2. Five (5) years of progressively responsible experience in ground maintenance, golf course maintenance, building maintenance or park maintenance.
3. An equivalent combination of education and experience may be substituted, which together total five (5) years.
4. Valid driver's license in accordance with both State and Commission rules and regulations. Driver's license must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required by the position of assignment.
5. Pass Commission medical examination.
6. Depending upon an assignment, positions in this class may require within 12 months of hire (a) Commercial driver's license with appropriate endorsements; (b) obtainment of certifications including:
 - Maryland Department of Agriculture's Pesticide Applicator certification in the categories appropriate to the work assignment;
 - Maryland Department of Agriculture's Professional Fertilizer Applicator certification; and
 - National Playground Safety Institute certification.

Working Conditions:

Primarily works outside. May be required to work weekends, evenings and holidays. Occasionally exposed to weather, dirt, waste, odors, caustic chemicals, pesticides, wildlife and potentially harmful insects (e.g., bees, hornets, wasps) and plants (e.g., poison ivy). Some pressure to meet deadlines. Ability to occasionally lift up to 100 pounds and regularly up to 50 pounds.