

## **The Maryland-National Capital Park and Planning Commission**

TITLE: Park/General Maintenance Leader  
SERIES: Building and Grounds Maintenance

GRADE: F  
DATE: 01/31/01

CODE: 5231  
FLSA: Non-Exempt

### Class Definition

Under general supervision, performs skilled park maintenance work involving considerable responsibility, complexity, and variety. Leads and directs the day-to-day activities of Park/General Maintenance Workers at parks, golf courses, recreation centers, and other sites. Plans, schedules, assigns, monitors work, and trains staff in equipment operation, grounds maintenance, greens keeping, landscaping, building maintenance, and safety procedures and practices. Participates in employee selections, performance evaluations, and counseling. Recommends disciplinary actions. Provides a variety of assistance to area, park, and facility supervisors in the coordination and supervision of maintenance workers and activities. Occasionally may operate major equipment (for example, dump trucks, tractors, backhoes, large riding mowers). Performs more difficult specialized assignments. Performs other related duties as assigned.

### Examples of Important Duties:

1. Provides leadership and coordination. Coordinates and leads the day-to-day activities of Park 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, greens keeping, landscaping, building maintenance, and safety procedures and practices. Participates in employee selections, performance evaluations, and counseling. Recommends disciplinary actions. Inspects work quantity and quality of assigned workers.
2. Plans work. Receives work orders verbally, in writing, and as drawings and plans. Estimates and orders supplies and materials needed for work and crew assignments. Sets priorities for work and crew assignments. Conducts inspection of park property for safety purposes. Leads and directs workers to accomplish established work program and correct problems.
3. Leads workers on minor construction projects (for example, sheds, trails, bridges, gates, fences, play equipment, and various other park amenities), and building renovations (for example, painting, rough carpentry).
4. Leads workers to perform tree maintenance activities. Inspects work site to decide best way to handle tree (for example, cut from ground, use aerial lift, or climb tree). Drives truck to carry crew and equipment to work site. Clears fallen trees from road, trails, bike paths, and building, using chain saws, axes, etc. Provides emergency service.
5. Leads workers on landscaping 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.
6. Leads workers to move furniture, equipment, and other heavy items. Sets up tents, exhibit stands, tables, and chairs for Commission programs and events. Provides a wide variety of unique and specialized services for special events.
7. Leads and directs workers in laying out athletic fields. Installs fences and backstops.

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### Examples of Important Duties (continued)

8. As directed by supervisor, maintains, prepares and initiates records. Keeps inventory and supply records. Participates in investigations and writes reports of accidents, injuries, equipment damage, etc. Submits routine and special reports connected with facilities and programs.

### Important Worker Characteristics:

- A. Considerable knowledge of: (1) principles of leadership; (2) basic auto and equipment maintenance; (3) cleaning products and equipment; (4) Commission organization, policies, and procedures\*; (5) gardening; (6) grounds maintenance; (7) landscaping; (8) park operations and maintenance; (9) pesticides; (10) safety; (11) turf maintenance; (12) general trades (masonry, painting, carpentry, plumbing, electrical, welding); and (13) tree maintenance and removal.
- B. Skill in operation of: (1) backhoe\*; (2) front-end loader; (3) hand and power tools; (4) large riding mowers; (5) trucks; (6) tractor; and (7) transit\*.
- C. Ability to: (1) direct and train workers in park maintenance activities; (2) apply principles to solve practical problems; (3) calculate fractions, decimals and percentages; (4) read and write routine reports, correspondence, and instructions; (5) read and understand plans; organize work efficiently; (7) provide courteous service; and (8) communicate clearly and concisely.

\*May be developed after employment in this job class.

### Minimum Qualifications:

1. High school graduate or GED, and five years of progressively responsible experience in grounds maintenance, building maintenance, and park maintenance; or
2. An equivalent combination of education and experience.
3. Pass Commission medical examination.
4. Valid driver's license.
5. Additionally, contingent upon area of assignment, some positions in this class may require:
  - a. Commercial Driver's License with appropriate endorsements upon appointment, or the ability to acquire one within six months.
  - b. Maryland Department of Agriculture Pesticide Applicator's certification in the categories appropriate to the work assignment.
  - c. Certification by the National Playground Safety Institute.

### Working Conditions

Primarily works outside. May be required to work weekends, evenings, and holidays. Exposed to weather, dirt, waste, odors, caustic chemicals, pesticides, wildlife, and potentially harmful insects (for example, bees, hornets, wasps, etc.). Some pressure to meet deadlines.