

**CITY OF SALEM
PARKS PROJECT LEADER**

00341

NATURE OF WORK

This is varied, skilled maintenance, leadership and coordination of volunteer construction, maintenance and repair work in parks or City facilities with lead responsibilities.

Work involves responsibility for performing skilled work in one or a variety of areas of maintenance, repair, and construction of parks, or City facilities, recruitment of volunteers from the community to perform park maintenance activities and repair projects. Where work is more routine, there is a greater consequence in the independent performance of those duties such as coordination of community self-help projects. Crew leader responsibilities include pre-planning large or multiple-location work assignments, estimating time and materials for projects, ensuring proper tools, equipment and supplies are available for assignments, ensures work is performed with all safety precautions and to standards, informing volunteers of their responsibilities and what can be accomplished in enhancing a park, directing the work at the project site, resolving on-site problems, ensuring project location is left clean and safe and proper documentation is completed. Work involves an extensive amount of decision making and judgement about materials, methods and quality of work assigned. This is not a full supervisory classification, but lead direction of others is expected.

Work of this class is distinguished from Parks Maintenance Assistant by the larger scale of projects assigned on a frequent basis, consequence of the work including considerable latitude in pre-planning large projects, and the requirement of thorough knowledge of the effects of work on the park being maintained, the limitations/education efforts of a volunteer park improvement and the consequences parks construction to the public. Examples of larger projects performed by Parks Project Leader include renovating major park facilities, such as play grounds, ballfields, restrooms, etc. Work is distinguished from Parks Field Supervisor by the absence of full supervisory responsibilities.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the essential duties listed, and many positions will involve essential duties which are not listed.)

Contacts neighborhood associations, community and special interest groups, service clubs, governmental boards and commissions, to perform parks maintenance work on park facilities.

Plans, coordinates, and supervises projects including estimating time, materials, obtaining tools, equipment and supplies for large assignments. Ensures work is performed with all safety precautions, resolves on-site problems. Coordinates and supervises park maintenance activities related to large reservations and community events that occur during weekend and holiday period. Estimates time materials, schedules personnel, tools, equipment and supplies for availability. Documents activities, equipment and personnel time, materials purchased. Plans, coordinates, and supervises large construction or

renovations activities to major park facilities such as restrooms, shelters, etc. Designs or reviews designs for facility, estimates time, materials, equipment and personnel needed. Ensures work is performed with all safety precautions, resolves on-site problems. Documents activities.

Some positions within classification:

Note: Equipment listed are examples only. It is not meant to be an exhaustive list of every kind of equipment operated by this classification.

Operates dump trucks, truck/trailer combinations, bobcats, loaders, forklift, small street sweepers, high velocity cleaners, flusher trucks, specific equipment unique to the area of work assigned and other tools and equipment such as compressors, generators, pressure cleaners, floor sanders, chippers, etc. connected with work assignments. Occasionally, operates other construction equipment such as backhoe, Performs other related work as required.

WORK QUALIFICATIONS

Considerable experience in maintenance, repair, construction of public improvements such as streets, water distribution or wastewater collection or storm drainage systems, park and recreation areas or other facilities, particularly within area of assignment or specialty including lead responsibilities; trade or professional training in area of specialty plus supervisory training; or any equivalent combination of experience and training which provides the following knowledges, skills, and abilities:

Considerable knowledge of the appropriate materials, tools, procedures, tools, and equipment appropriate to the operational area or specialty to which assigned.

Knowledge of the occupational hazards involved and the safety precautions necessary in area of work assignment.

Considerable skill in the performance of a variety of craft trades such as plumbing, carpentry, painting, utility or street construction and maintenance.

Considerable ability to make material and personnel estimates, interpret plans and specifications, keep records, and make reports.

Considerable ability to plan and organize work and direct the work of others.

Ability to perform a variety of assigned skilled duties and change from one project to another without loss of efficiency or quality.

Some positions may require possession of a valid Oregon Class A,B, or C license and the ability to meet City driving standards or the ability to move efficiently from one location to another daily.

Some positions may require Low Voltage Electrical Licenses, Spray Applicators Licenses, or other occupational related licenses or certificates mandated by State or Federal regulations.

Some positions may be required to pass a Police Department background check.

Work is generally performed in the outdoors in all types of weather and field conditions from urban high traffic areas to open fields often involving work at heights or subterranean locations. The nature of the work often requires availability to respond during off-duty hours, in the evenings or weekends. Work frequently involves moving from one physical location to another and performing physical tasks requiring bending, stooping, moving equipment and tools, agility sufficient to perform maintenance, repair or construction tasks in confined spaces. Work involves exposure with safety precautions to sewage, dust, dirt, solvents, cleaners, lubricants, and other chemicals related to work assignment area. Work may require some use of modern office equipment such as using a personal computer.

PERSONNEL DIRECTOR