

# South Jordan City

## Job Description

**Title:** Parks Maintenance Lead Worker  
**Org:** 100540  
**Pay Grade:** 14

**Effective Date:** 01.09.2022  
**FLSA:** Non-Exempt  
**Workers Comp:** Municipal

### GENERAL PURPOSE

Under general supervision, the Lead Worker plans, assigns, supervises, reviews and participates in the construction, installation, maintenance, upkeep, beautification and repair of parks buildings, cemetery, trails, parks grounds, urban forest, natural undeveloped open spaces, and general environs.

### SUPERVISOR

Parks Manager

### POSITION(S) SUPERVISED

Parks Maintenance Workers  
Seasonal Parks Maintenance Workers

### ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

May be assigned to lead general maintenance crews, recreation/facility maintenance crews, or urban forest and open space crews.

Schedule work for crews depending on work priorities, crew and equipment availability, and weather conditions.

Train, mentor, supervise, and assist parks maintenance workers in performing their job duties. Observe and actively participate in work zone safety procedures and follow safety principles when operating vehicles and equipment to reduce/eliminate accidents and injury.

Assist in scheduling, rating applications, and interviewing positions supervised.

Conduct performance evaluations of supervised employees in accordance with the human resources policies and procedures of the city.

Monitor project activities to ensure that instructions are followed, deadlines are met, and schedules are maintained.

Inspect completed work to ensure conformance to specifications, standards, and contracts.

Establish and train workers in operating procedures and work standards that will ensure adequate performance and personal safety.

Order the performance of corrective work when problems occur, and recommend procedural changes to avoid such problems.

Inventory supplies of tools, equipment, and materials to ensure that sufficient supplies are available and items are in usable condition.

Confer with supervisors to coordinate work activities with those of other departments or units.

Compensated on-call rotations as assigned. Must remain available for phone contact and respond to work site within one (1) hour of notification and be in compliance with the City's Drug & Alcohol policies.

Subject to uncompensated stand-by by rotation for a given event, such as a pending snowstorm event or response to a natural disaster. Must remain in compliance with the City's Drug & Alcohol policies.

Employee shall live no more than 30 miles from the South Jordan City border and have the ability to travel from their place of residence to the South Jordan City Public Works building in no more than 45 minutes time.

This position has been determined to be not eligible for remote work because all or a majority of the essential job duties must be performed onsite.

Perform other duties as assigned.

### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D.;

AND

B. Two (2) years of experience in a field related to the above duties.

2. Special Qualifications:

Valid Utah Class B Driver License

Supervisory experience preferred

Maintain all Parks Maintenance Worker I, II, and III certifications

*Certification through the International Society of Arboriculture (ISA) as a Certified Arborist or certification through the National Recreation & Parks Association (NRPA) as a Certified Playground Safety Inspector (CPSI) may be required by supervisor for specific lead worker assignments, or the ability to obtain within one (1) year.*

- *Internal/Parks Division employees must obtain the levels I, II, and III certifications before advancing to Parks Maintenance Lead Worker*
- *External/Outside Parks Division employees must obtain the certifications above within **24 months** of hire or transfer date to Parks Maintenance Lead Worker. Demotion or termination may occur if this requirement is not met within the timeframe provided*

3. Knowledge, Skills and Abilities:

Knowledge of maintenance equipment such as backhoe, loader, dump truck, mowers, tractor, power over seeders, top dressers, aerators, welders, trimmers etc.; landscape and sprinkler design, operate sprinkler timers and IQ system; flow pumps; hazards and related safety precautions associated with equipment operations; herbicides, fungicides, insecticides, and pesticides, and proper application of the same; turf management.

Knowledge of principles and processes for providing customer services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. Ability to communicate information and ideas both verbally and in writing so that others will understand.

Ability to effectively apply chemicals for the abatement and eradication of noxious weeds and insects.

Ability to develop effective working relationships with supervisor, subordinates, and the public. Motivate, develop, and direct people as they work, identifying the best people for the job.

4. Working Conditions:

Tasks require variety of physical activities, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing are essential to the performance of the job. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, and critical thinking.

Daily exposure to weather extremes and seasonal conditions (above 90 F degrees and below 32 F degrees), rain, and snow. Daily exposure to tasks that require protective gear such as safety shoes, protective eye wear, gloves, hard hats, and hearing protection.

*The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.*

*Human Resources Use Only*

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| <b>Job Class:</b> | <b>Municipal Non-Exempt</b> | <b>EEO-4 Class:</b>    | <b>Service/Maintenance</b> |
| <b>Location:</b>  | <b>Parks</b>                | <b>EEOP Class:</b>     | <b>Service/Maintenance</b> |
| <b>Group/BU:</b>  | <b>General Pay Plan</b>     | <b>Tech-Net Match:</b> | <b>1225 (Combo.)</b>       |