

**CLASSIFICATION SPECIFICATION
CITY OF AVON
An Equal Opportunity Employer**

TITLE: Parks Crew Leader

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JOB RESPONSIBILITIES: Under direction, assists with the planning and implementation of parks maintenance and development work projects; oversees assigned personnel; operates equipment and performs laborer tasks in order to assist with the efficient delivery of city services.
Performs other related duties as required

QUALIFICATIONS: Coursework, training, work experience, or equivalent combination:
 Completion of secondary education (high school or GED), plus two (2) years practical experience in parks maintenance and/or construction and operation of light equipment, or equivalent; must be able to qualify for and remain insurable under the City’s vehicle insurance policy.

LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS:
 Must possess a Class B Commercial Driver’s License (CDL) with appropriate endorsements, or obtain same within 1 year of appointment; commercial applicator’s license for pesticides preferred.

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
	1. Assists the Streets Superintendent with the planning and coordinating of parks maintenance and development work projects, including the oversight of personnel (e.g., delegates tasks to work crews and monitors work assignments to ensure proper completion and adherence with safety rules and regulations; may recommend disciplinary action or commendation; implements policies and procedures; confers with the Streets Superintendent regarding policy, personnel matters, and operations, etc.	1. Knowledge of (1) supervision, (2) safety practices and procedures, (3) division policies and procedures,* (4) principles and practices of parks and recreation planning, development, and maintenance, (5) building and grounds maintenance and repair practices, methods, tools, and equipment traffic laws governing equipment operations; ability to (6) interpret a variety of instructions in written, oral, picture, or schedule form, (7) deal with problems involving several variables within familiar context, (8) recognize unusual or threatening conditions and take appropriate action, (9) define problems, collect data, establish facts, and draw valid conclusions, (10) exercise independent judgment and discretion, (11) understand, interpret, and apply

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	<p>2. Inspects parks to identify existing or potential problems, e.g., missing fenceposts or signs, litter/debris, condition of flower beds/playground equipment, etc.; investigates complaints from general public; provides assistance to and communicates with other City departments and officials as needed.</p> <p>3. Operates equipment to assist with completion of work assignments on as-needed basis, e.g., mowers, trimmers, light power tools/equipment, etc.; picks up and delivers supplies, equipment, and materials for projects.</p> <p>4. Performs a variety of unskilled and semi-skilled laborer tasks to assist assigned crew members with the efficient delivery of city service (e.g., maintains playgrounds and athletic fields, mows grass, cuts brush, picks up litter, repaints picnic tables and trash containers, etc.);.</p>	<p>1. (continued) laws, rules, or regulations to specific situations, (12) prepare accurate documentation, (13) communicate effectively, (14) develop and maintain effective working relationships, (15) travel to and gain access to work sites.</p> <p>2. Knowledge of (2), (3),* (4), (5); ability to (6), (7), (8), (9), (10), (11), (13), (14), (15).</p> <p>3. Knowledge of (2), (3),* (4), (5); ability to (6), (7), (8), (10), (14), (15); skill in (16) motorized equipment operation.</p> <p>4. Knowledge of (2), (3),* (4); ability to (6), (7), (8), (14), (15), (17) perform heavy manual labor for extended periods of time in often adverse conditions; skill in (18) use of bench and/or hand tools.</p>

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	<p>5. Prepares and maintains records, reports, and other related documentation, e.g., time sheets, work orders, fuel consumption, payroll, etc.; enters and retrieves data from various computer programs, data bases, etc.</p>	<p>5. Knowledge of (3);* ability to (7), (9), (10), (12), (19) maintain records according to established procedures; skill in (20) computer operation.</p>

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