



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Crew Coordinator – Park Maintenance	DEPARTMENT: Parks & Recreation
IMMEDIATE SUPERVISOR: Assistant Superintendent of Parks	GRADE/RANK: 9
	FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Performs responsible semi-skilled maintenance and construction work in Parks and on Golf Course.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Operates dump trucks, light trucks, tractors, and certain medium or heavy equipment;
- Supervises and participates in the work of unskilled and semi-skilled workers and equipment operators in the repair, maintenance or construction in the municipal parks, grounds, facilities, and golf course;
- Discusses job requirements and receives detailed instructions and adjusts work assignments;
- Operates equipment on job site;
- Applies pesticides according to regulations;
- Trains and instructs subordinates, as required;
- Assists with snow and ice control;
- Records information on pesticide application, and other work related tasks and;

- Performs other related duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

Must possess a general knowledge of grounds and facility repair, maintenance practices, as well as, the occupational hazards and safety precautions of the work. Must have the ability to supervise the work of others, operate large and small mowing equipment and have knowledge of the regulations governing the operation of equipment. Must have the ability to make minor repairs on equipment and the ability to communicate orally and in writing.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to completion of the eleventh grade and considerable experience in semi-skilled maintenance and construction work.

SPECIAL REQUIREMENTS:

Possession of a valid commercial driver's license (CDL) with B endorsement issued by the Commonwealth of Virginia with and a good driving record. Must have a certified pesticide applicator certificate within 6 months of hire. May be required to work Saturdays, week-ends and holidays depending on City activities and events. Position may be required to work in all weather conditions including extreme heat, cold, snow, ice and rain. Position is subject to random drug testing.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

This is physical work requiring the exertion of up to 30 pounds of force frequently to move and load objects and some heavy work requiring the exertion of up to 50 lbs of force occasionally. Work requires frequent bending, squatting, kneeling, climbing, and reaching above shoulders. Work requires some repetitive tasks using gross and fine motor skills for hands and feet (operating clutch, levers, and knobs). Vocal communication and hearing is required for expressing or exchanging information and instructions by means of the spoken word; visual acuity is required for driving, operation of machines, observing surroundings and activities and ensuring safe traffic conditions. The work is subject to adverse environmental conditions including extreme cold and extreme heat, noise, vibrations, hazards, etc.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Position supervises a crew of 2 employees in the performance of manual labor duties.

EXAMPLES OF EXPECTED DECISION MAKING:

Responsible for identifying maintenance and repair requirements of equipment, facilities and grounds of parks and golf course, and developing schedules and priorities to execute work.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Crew Coordinator – Park Maintenance will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Director of Parks and Recreation and Chief Human Resources Officer

Revised Date: 2019