

## **Tuscaloosa County Park and Recreation Authority Job Description**

**Job Title:** Grounds Crew Leader  
**Department:** Park Operations  
**Reports To:** Maintenance Supervisor and Director of Park Operations  
**FLSA Status:** Non-Exempt  
**Job Level:** Full Time Level – 7-\$10.78/Hour (Minimum) to \$13.47/Hour (Maximum)  
**Prepared By:** Gene Kent  
**Prepared Date:** September 25, 2000  
**Approved By:** Don Kelly, Director  
**Approved Date:** September 25, 2000  
**Updated:** January 13, 2009

### **SUMMARY**

Performs all aspects of Ground Maintenance including, but not limited to, cleaning buildings, restrooms, collecting refuse, trim work and mowing grass. Organizes crew in a efficient manner to complete the daily assignments. Maintains the park grounds on a daily basis by reading the work order and following directions. Makes sure all equipment is serviced to complete daily assignments and cleans buildings, restrooms and collects refuse on designed route with the Park System by performing the following duties.

### **ESSENTIAL FUNCTIONS:**

Organizes the crew at each site to work efficiently.

Reads the daily assignment and make sure all the equipment needed for the job is loaded on the truck and is in good operational condition.

Checks his assigned vehicle every morning and reports any problems to his supervisor and/or the mechanic.

Operates a variety of equipment including, but not limited to the following: Outfront mower, reel mower, push mower, weed eater, hedge trimmer, chain saw, rake and blower.

Picks up all litter before mowing.

Checks each location before leaving to ensure the job has been completed and no areas have been missed. These areas include, but are not limited to, the following:

a. All grass areas have been cut in a professional manner, no scalping.

- b. All curbs, trees, park amenities and sidewalks have been trimmed, cut, edged and blown off. If clippings are excessive they are bagged and hauled off the site.
- c. Sows grass seed or plants trees, shrubs or flowers according to instructions and planned design of landscaped area.
- d. Applies fertilizer or mulch to designated areas.
- e. Shrubs, bushes, trees and flower beds are pruned and weeded on a regular schedule and maintained as directed.
- f. Herbicides are applied in a professional manner.

Available to work a flexible schedule, upon notice, including evenings and weekends as required.

Reports and writes up what was accomplished on a daily basis, fills in the mowing chart at the end of every shift.

Report to the Direct Supervisor and/Director of Park Operations any person engaging in activities that violates the Park Ordinance.

Reports any safety or appearance concerns in the Parks.

Cleans and services his equipment at the end of each shift.

Report any mechanical problems to the Direct Supervisor and writes the problem on his daily work order.

Collects litter from trash receptacles and grounds at Parks, buildings and shelters along a specified route and dumps refuse into opening in enclosed truck body.

Reads the daily schedule and follow the route accordingly.

Uses a gas-powered blower to remove grass, litter, etc. from sidewalks and shelter pads.

Cleans barbecue grills and arranges tables.

Cleans restroom and stocks the units with supplies.

Washes down picnic tables, sidewalks and shelters in preparation for public use.

Picks up litter from along roadways and throughout park areas.

Gathers and separates all recyclable materials and dumps into appropriate recycling bins on garbage truck.

Assists in unloading and cleaning of garbage trucks at dump site.

Assists with other duties including, but not limited to grounds, ball field labor, construction and/or building maintenance as required by supervisor.

Adhere to all policies and procedures as established in P.A.R.A.'s Employee Handbook and Administrative Handbook.

### **SUPERVISORY RESPONSIBILITIES**

May directly supervises 1 to 4 Employees in the grounds crew. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; assigning and directing work; reporting complaints and making suggestions to resolve problems.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); or one year related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Alabama Drivers License and excellent driving record. A Commercial Driver License (CDL) is preferred.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, climb, balance, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts, fumes or airborne particles associated with food wastes. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; toxic or caustic chemicals; risk of electrical shock and vibration. The noise level in the work environment is usually moderate.

"It is the policy of Tuscaloosa County Park & Recreation Authority that no person shall, on the basis of race, color, creed, religion, sex, age, national origin or disability be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity."

**PARA is proud to be a "Drug Free Work Place."**

All employees are subject to random drug screen.