



## Community Services Crew Leader

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### **DEFINITION**

This is field level leadership of crews within the Community Services Department. Employees in this classification provide on-site supervision and leadership of staff involved in the effective and efficient maintenance and operations of the City's various parks, attractions and recreation facilities (such as horticultural, arboricultural, landscaping, golf courses, zoological, leisure centres and arenas). Employees also demonstrate a commitment to teamwork by encouraging consultation and participation in decision making related to the day-to-day operation of their crews.

Employees of this classification instruct, lead, participate and facilitate the work of staff performing a wide variety of unskilled and semi-skilled manual duties.

Carry out the work plan according to approved work standards and schedules. Be able to demonstrate effective written, verbal and technical skills for team development, customer service and effective delivery of approved services.

Work is inspected for adherence to specified quality standards and expectations.

### **TYPICAL DUTIES** \*

Supervision, hands-on leadership and/or participation in work performed by department work crews performing routine duties including

- Turf mowing, maintenance, repair, herbicide and fertilizing for department inventory
- Grounds and exhibit (indoor and outdoor) maintenance at all department facilities
- Set ski trails and groom, repair and maintain them
- Golf course grounds maintenance, with specific focus on needs associated with specialized golf course maintenance practices (i.e. greens, tee boxes and fairways)
- Cemetery interments, monument installations and other grounds maintenance/repair activities
- Snow removal for public access to parks and facilities, sidewalks, parking lots, park roadways and pedestrian systems
- Zoological and natural exhibit repair, upgrade and retrofit
- Horticulture: tree and shrub planting and care
- Silviculture: nursery operation, plant propagation and care

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- Pest control for weeds, mosquitoes, tree pests, other insects and small mammals
- Parks and zoological building operations that include building/room set-ups, washroom sanitation, facility cleanliness, and facility openings/closings. Deal with on-site customer/facility user needs
- Sports field marking, maintenance and fixture repair
- Monitor contractors and hired equipment who are engaged in related activities
- Establish, maintain and repair ice for indoor arenas and outdoor facilities/programs
- Inspect and approve work completed by crews and/or contractors within approved work plans
- Maintains effective working relationship with the public, city departments, and outside organizations in order to deal with on-site customer needs and operation and maintenance requirements
- Provides input to annual budget and monthly budget variance reporting processes
- Prepares and tracks requisitions and purchases for site maintenance and exhibit maintenance requirements
- Authorizes minor expenditures
- Assists in the analysis and interpretation of management and financial data and reports
- Makes day-to-day decisions relating to work crews which could include: monitoring and evaluating attendance and performance of crew members, identifying discipline issues and application of the collective agreement, equipment and material use
- Park and play space maintenance; infrastructure, equipment and furniture repair and maintenance (e.g. park benches, garbage receptacles, picnic tables, fencing, bollards and signage, etc.)
- Inspect, maintain and repair parks traffic system, roads, trails, pedestrian systems, walkways and parking lots
- Performs other related administrative tasks and duties as required



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### **KNOWLEDGE, ABILITIES AND SKILL**

Knowledge of transportation of dangerous goods and truck routes (where applicable)

Knowledge of City/Department policies, procedures, standards and relevant legislation (i.e. OH&S, WHMIS)

Ability to ensure management operations are followed and applied in the area of specialization

Ability to lead and develop effective work crews

Ability to solve problems and make independent decisions

Extensive knowledge of methods, materials, tools and equipment used in operational areas

Knowledge and ability to operate equipment and tools used in assigned areas. (Specific equipment in position descriptions – could include mowers, rototiller, sprayers, front-end loaders, light trucks, water trucks, 3 ton dump trucks and a wide variety of hand operated tools, etc.)

Ability to communicate and deal effectively with the public, civic departments and outside organizations

Ability to implement annual work plan

Ability to train and educate crew members in assigned functional areas

Ability to assist in the management of financial resources

Ability to inspect and approve work completed by crews and/or contractors

Knowledge of heavy equipment operation



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### TRAINING AND EXPERIENCE REQUIREMENTS

Two (2) year diploma program in a related field. Three (3) years of work experience as required by the area of specialization, such as parks construction or maintenance; building, parks, recreational, zoological, arboricultural or horticultural operations; landscaping or heavy equipment

Demonstrated supervisory skills and ability

Class 5 Motor Vehicle License (air brake course where applicable)

Emergency First-Aid certificate

Pesticide Applicator's license (where applicable)

Completion of leadership training

\* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

COMMUNITY\_SERVICES\_CREW\_LEADER\_ACTIVE

Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	2113			
Grade	099			
Last Updated:	Jan 2015			
Previous Updates:				
Originated:	May 2008			