



## Grounds Maintenance Crew Leader

### Building & Grounds

BG/6 - 622

#### JOB SUMMARY

This position supervises and participates in the work of a grounds maintenance crew.

#### MAJOR DUTIES

1. Directs, assigns, supervises, and participates in the work of a grounds maintenance crew.
2. Plans weekly work schedules.
3. Operates light and heavy machinery including commercial mowers, backhoes, tractors, weed eaters, blowers, and others.
4. Participates in the application of herbicides and pesticides.
5. Repairs fences, playground equipment, and sidewalks.
6. Installs and maintains irrigation systems.
7. Refurbishes sports fields.
8. Lays sod.
9. Aerates and top dresses fields.
10. Removes litter and trash from parks and county buildings.
11. Installs landscaping.
12. Prunes trees and shrubs.
13. Deliver voting booths to precinct locations.
14. Raises and lowers flags at county buildings.
15. Pours concrete.
16. Vacuums leaves.
17. Performs safety checks on equipment, fences, playground equipment, and other facilities.
18. Performs other related duties as assigned.

#### KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of grounds maintenance procedures.
2. Knowledge of hand and power tools.
3. Knowledge of heavy and light equipment.
4. Skill in the operation of assigned vehicles, tools, and equipment.
5. Skill in interpersonal relations.
6. Skill in oral and written communication.

#### SUPERVISORY CONTROLS

The Grounds Maintenance Supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

#### GUIDELINES

The Grounds Maintenance Supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

#### COMPLEXITY/SCOPE OF WORK

- The work consists of related supervisory and maintenance duties. Inclement weather contributes to the complexity of the position.
- The purpose of this position is to supervise and participate in the work of a grounds maintenance crew. Success in this position contributes to a safe and well-maintained work environment for county personnel.

## CONTACTS

- Contacts are typically with co-workers and members of the general public.
- Contacts are typically to give or exchange information, provide services, and motivate and influence persons.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in an office, stockroom, warehouse, or outdoors. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, irritating chemicals, and occasional cold or inclement weather.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over an assigned crew of Grounds Maintenance Workers.

## SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

## ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

## HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

## DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

## MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.
- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.