

CITY OF CHATTANOOGA

Classification Specification Title: Grounds Maintenance Technician Lead

Department: Parks & Outdoors

Pay Grade: GS.08

Supervision Received From: Superintendent

FLSA Status: Non-Exempt

Supervisory Responsibility For: Grounds Maint. Tech

Established: 2/09/22

Revision Dates: 4/2/25;

10/20/23; 12/01/22

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for leading the work of assigned crew for the safe and efficient completion care and maintenance of parks, greenways, and other City maintained open spaces. Performs responsible, skilled work in repair, construction, and maintenance of park facilities and in the leadership of crews performing landscape maintenance work.

Duties involving skilled maintenance and/or construction of parks, parks operations, landscape features and green infrastructure, irrigation, or other assigned areas. Inspection, selection, placement, care and maintenance of landscaping and turfgrass. Performing routine maintenance and repair of City equipment. Work is performed with limited supervision.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Supervises, directs and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals.

Prioritizes and assigns work orders to crews according to available resources and time.

Instructs and trains personnel on the proper, efficient and safe usage of equipment; checks assigned equipment regularly for operational safety and ensures proper maintenance.

Completes and maintains various records and reports including human resource related documentation, accident reports and others as necessary.

Inspects work sites for proper completion of assigned work.

Monitors services of contractors to ensure completion of work orders per contract specifications.

Ensures set up of safe work zones, and ensures that personnel perform duties in compliance with safety policies and procedures, including OSHA safety regulations.

Requisitions new supplies and parts to replenish stock.

Lead and performs various tasks associated with grounds maintenance activities such as mowing grass, trimming/edging landscaped areas, cleaning grounds, planting/cultivating flower beds and landscaped areas, pruning trees and shrubbery, irrigation operation and maintenance, sweeping sidewalks and streets, storing hoses, cleaning out ditches, picking up trash/debris, blowing/raking leaves, removing brush and tree limbs from wooded areas and park areas.

May lead crews in work associated with parks/recreational facility maintenance projects; may include maintenance and repair of park buildings and facilities, playgrounds, and recreational facilities and equipment; may coordinate setup of bleachers, picnic tables and other equipment for events. Provides support for special events as needed.

May lead crews in grounds maintenance of parks which includes scouting park for damages, spraying chemicals, trimming weeds and shrubs, removing dead plants, watering plants as necessary, repairing sprinkler systems, fertilizing greenery, operating aerator, taking soil samples, pressure washing concrete, removing trash, cleaning light fixtures, operating equipment in cutting trees and limbs around facility, creates and maintains landscape beds in public spaces.

May lead and perform work associated with park forestry operations to include the care and maintenance of trees, planting, pruning, removal, storm damage cleanup, training new employees and other duties.

Prepares, completes, receives or processes various forms, reports, correspondence or other documents.

May operate a variety of machinery, equipment and tools associated with projects and work activities as needed; plans and coordinates regular maintenance or necessary repairs.

May be required to use, carry and answer their cell phone as determined by their job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

High School Diploma or GED and two (2) years experience in parks, grounds, or landscape maintenance or arboricultural operations; supplemented by two (2) years of experience supervising a work crew and performing administrative duties involving maintenance and/or construction of parks, grounds, landscape or other area of assignment.

Depending on the area of assignment, you must be able to work nights, weekends and holidays.

LICENSING AND CERTIFICATIONS:

Required to possess and maintain a valid Class D driver's license.

TN Pesticide Applicator License within six (6) months of Hire

SUPPLEMENTAL INFORMATION:

KNOWLEDGE AND SKILLS:

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; handling hazardous materials; monitoring and maintaining optimal inventory levels; performing manual labor; operating applicable tools, equipment and vehicles utilized in the trade; reading and interpreting maps and/or other technical documents; monitoring and adhering to safe work practices; communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

Knowledge of applicable materials, methods, equipment and tools involved in landscaping, grounds or sports field maintenance or other areas of assignment; basic mechanical principles and practices and safe work practices. General knowledge of plant growth characteristics and proper techniques for pruning and shaping; general knowledge of the species of flowers, trees, and shrubs indigenous to the region; general knowledge of the appropriate safety precautions of the work; ability to work independently with minimal supervision; ability to work effectively with outside crews; ability to establish and maintain effective working relationship with customers and the general public; ability to understand and follow written and oral instructions.

PHYSICAL DEMANDS: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT: Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gasses, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.