

CITY OF CHATTANOOGA

Classification Specification Title: Parks Maintenance Technician Lead

Department: Parks Maintenance

Pay Grade: GS.08

Supervision Received From: Riverparks Supt.

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 2/22/22

Revision Date: 10/20/23

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 facilities and open spaces. Performs responsible, skilled work in repair, construction, and maintenance of park facilities and in the leadership of crews performing park maintenance and upkeep, construction and/or maintenance.

Duties may include, installing, repairing and performing maintenance work on park buildings, equipment and public art pieces. Performing routine maintenance and repair of City vehicles and equipment. Duties may include performing preventive maintenance, changing starters, batteries and belts; changing fluids. Requires multiple skills across more than one trade (e.g. electrical, HVAC, plumbing, and welding). Work is performed with limited supervision.

SERIES LEVEL: This is a stand alone position.

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.

Complete construction and utility services including repairing water and irrigation lines, drawing utility line locations on work blueprints,, repairing interior plumbing and air compressors and performing other duties such as installing mailboxes and fencing and planting trees and bushes.

Assist crew 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 street sweeper and directing landscape installation.

Assist in park maintenance including the sweeping and leaf/debris blowing of surfaces, pressure washing concrete structures, vacuuming dirt from stream, operating and maintaining water and stream pumps, performing grounds maintenance, cleaning restrooms, ordering necessary supplies and maintaining equipment.

Perform work associated with parks/recreational facility maintenance projects; may include maintenance of athletic fields, playing surfaces, playgrounds, and recreational facilities and equipment; may mix, use and dispose of chemicals; may coordinate setup of bleachers, picnic tables and other equipment for events.

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

May supervise and participate in water feature functions which may include cleaning wet wells in water features, loading and unloading chlorine cylinders, assisting operators in removing units for services, changing air filters, cleaning screens and drains, cleaning chemicals and spills.

Assist in a variety of routine electrical maintenance activities which may include repairing and installing electrical conduit, relays, switches, fixtures, receptacles, controls, circuits and related items; replacing plugs on electrical equipment; repairing electrical equipment; troubleshooting electrical problems and/or performing other related activities.

Performs or may assist in a variety of routine plumbing maintenance activities which may include installing plumbing fixtures; installing and repairing water fountain aerators; unclogging water, drainage and sewer lines; installing and repairing water heaters; replacing faucets; repairing valves on commodes, urinals and drain lines and/or performing other related activities.

Performs or may assist in a variety of routine heating and air conditioning maintenance activities which may include troubleshooting problems; performing preventative maintenance on systems; inspecting boilers, chillers and air handlers; changing air compressors; inspecting coils; repairing motors and replacing bearings on shafts; changing filters and belts; checking for related electrical problems and/or performing other related activities.

Performs a variety of routine carpentry activities which may include erecting walls, studs and sheetrock; repairing fascia boards; repairing roof leaks, ceiling tiles and window sills; repairing doors and locks; patching holes in walls; installing soap and paper towel dispensers; building and repairing furniture; building and repairing bookshelves and/or performing other related activities.

Paints walls and/or other related interior and exterior surfaces; removes and installs wallpaper.

Performs preventive maintenance on vehicles and/or equipment which includes refilling lubricants; replacing worn parts; inspecting vehicles and equipment for safety hazards and/or performing other related activities.

Uses and maintains a full set of hand, power and shop tools and equipment related to the work; observes safe work methods and utilizes safety equipment related to the work.

Performs routine welding and fabrication for various projects and 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.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS: High School Diploma or GED and two (2) years relevant experience related to the position supplemented by two (2) years of experience supervising a work crew and performing administrative duties involving maintenance and/or construction or other area of assignment.

Examples of relevant training and experience include vocational/technical training in mechanics, electrical work, HVAC, plumbing, welding, carpentry, construction, or general building and/or park maintenance; and skilled trades work in mechanics, electrical, HVAC, plumbing, welding, carpentry, construction, or general building and/or park maintenance.

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

LICENSING AND CERTIFICATIONS: May be required to possess and maintain a valid Class D driver's license. Depending on area of assignment some positions may require: Licensure or Certification in electrical, plumbing, HVAC, welding or other applicable trade.

SUPPLEMENTAL INFORMATION:

KNOWLEDGE AND SKILLS: Knowledge of basic supervisory principles; street, building, parks, grounds and landscape maintenance and/or construction; practices associated with electrical, plumbing and HVAC systems; carpentry principles and practices; applicable tools and equipment used in building trades; painting principles, practices and techniques and welding techniques; basic masonry installation, construction, repair and maintenance techniques; cleaning techniques, chemicals and chemical mixtures; mechanical principles; plumbing principles; applicable tools, equipment and vehicles utilized in the trade; customer service principles; inventory management principles and practices and safe work methods.

Skill in prioritizing and assigning work; monitoring and evaluating the work of subordinate; training subordinate staff on work methods and procedures; handling hazardous materials; entering confined spaces; installing, troubleshooting and repairing electrical, plumbing and HVAC systems; welding; performing carpentry; painting; maintaining and repairing vehicles and equipment; performing manual labor; operating applicable tools, equipment and vehicles utilized in the trade; reading and interpreting maps and/or other technical documents; performing routine maintenance activities and 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.

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.