

CREW LEADER/GROUNDS

TOMPKINS COUNTY

Department TC3
Classification Competitive
Labor Grade I
Approved 8/13/91
Revised 5/12/91
By HH, Commissioner of Personnel
BBP Risk Factor

DISTINGUISHING FEATURES OF THE CLASS: This job involves the maintenance of school grounds and recreation areas. The work is performed under general supervision of a higher-level administrator in accordance with established policies, allowing considerable leeway for the exercise of independent judgement in initiating the daily work activities of the grounds department. Does daily work as required.

TYPICAL WORK ACTIVITIES:

Acts as crew leader of grounds personnel;
Cares for lawns and maintenance of shrubbery and trees;
Responsible for snow removal from playgrounds, streets, driveways, and parking areas and will coordinate activities with snow removal contractor when required;
Responsible for cleaning streets, driveways, parking areas, and recreation areas;
Operates a variety of equipment such as tractors, power mowers, pick-up trucks, and dump trucks;
Participates in caring for equipment used in grounds maintenance work;
Leads crew in a variety of landscaping activities such as trimming, mowing, pruning, planting, and mulching;
Participates in delivery services and trash pick up;
May assist in the training of grounds staff;
Purchase supplies and equipment and makes budgetary recommendations pertaining to groundskeeping work projects;
Participates in the moving of furniture in and/or between schools;
Keeps records and makes reports on activities;
Assist in the scheduling and assignment of grounds work to subordinate personnel;
Assists in the inspection of the grounds regularly to maintain cleanliness and maintenance procedures;
Monitors quality and production and reports on same to Manager of Grounds and Custodial Services;
Reviews and approves time cards;
Instructs staff in procedure and use of grounds maintenance equipment;
Keeps records if pesticide and fertilizer applications to be submitted for annual D.E.C. review;
Mixes chemicals and calibrates equipment for application of lawn and tree herbicides, insecticides, fungicides, and fertilizers; (N.Y.S.D.E.C. Pesticide Applicators Licensing Required);
Troubleshoots mechanical equipment (i.e., mowing machines, string trimmers, blowers, tractors, and trucks).

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CREW LEADER/GROUNDS (CONT)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of methods, materials, tools and equipment used in maintenance equipment of grounds and recreation areas;
Thorough knowledge of the operation manual and mechanical equipment used in the grounds maintenance and snow removal, such as trucks;
General knowledge of maintenance of this equipment;
Ability to plan and oversee the work of others;
Ability to maintain records of materials and supplies;
Ability to operate a variety of grounds maintenance tools and equipment (e.g. movers, hedge trimmers, tractors, sprayers, front-end loaders);
Ability to perform work requiring physical effort;
Ability to follow oral and written instructions;
Dependability;
Physical condition commensurate with the demands of the position;
Knowledge of large scale grounds maintenance practices, supplies, and equipment;
Ability to perform computations involving fractions, decimals, addition, subtraction, and multiplication,
Ability to plan and supervise the work of others.

MINIMUM QUALIFICATIONS:

EITHER graduation from high school or possession of a high school equivalency diploma and two years of experience in large-scale grounds maintenance OR equivalent experience through landscape maintenance.