

GROUNDS MAINTENANCE CREW CHIEF

JOB PURPOSE AND SUMMARY

Directs and supervises crews of grounds maintenance workers and specialists, highway maintenance workers and specialists, and heavy equipment operators in maintaining and repairing Clark County owned storm water facilities which includes swales, ponds, and designated wetlands and Parks properties (both improved and greenspaces), medians, right-of-ways and County grounds. Identifies repair needs, establishes maintenance schedules, and mobilizes crews to respond to emergency situations. Work is reviewed and monitored by Operations Superintendents through a review of records and prepared reports detailing work accomplished. Contributes to annual planning and in decision making in the coordination of maintenance activities.

Directs maintenance workers, equipment operators, and crews assigned to the water quality and Parks/Grounds division from other agencies (e.g. Offender Status Crew, Job Training Partnership crews, Summer Youth, etc.). Oversees contract services (e. g. Hazard Mowing, Fence Repair, Chemical Application, etc.)

CLASSIFICATION DISTINCTIONS

The Grounds Maintenance Crew Chief supervises the work of Parks & Vegetation Specialists, Highway/Grounds Maintenance Specialists, Highway/Grounds Maintenance Workers, and Heavy Equipment Operators. Incumbents prioritize, assign, coordinate, monitor and evaluate work; provide technical assistance; resolve minor work or personnel problems; and make recommendations to the Highway/Grounds Maintenance Supervisor regarding performance evaluations, discipline, training, major job reassignments and recruitment selection.

This position reports to the Operations Superintendent who makes assignments by defining objectives, priorities and deadlines and assists the incumbent with unusual situations or problems which do not have clear precedents. The incumbent plans and carries out the work independently and is expected to resolve problems, in accordance with instructions, policies and accepted practice.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES:

- Conducts seasonal inspection of all storm water facilities, and assigned grounds to determine and prioritize maintenance and repair needs.
- Establishes schedule of work assignments for all storm water facility maintenance/parks and vegetation maintenance workers and supervises and evaluates their productivity; determines and secures all required equipment and supplies.

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- Collects and compiles data to assist in implementing and maintaining the Maintenance Management System for various records and analyses.
- Assists supervisor in developing project lists and long term planning.
- Researches and evaluates advances in technology and equipment for storm water facility/parks/grounds maintenance.
- Determines work that must be contracted for; assists in work of contractors in progress.
- Partners with Human Resources in filling vacant temporary positions.
- Maintains various required records and reports.
- Supervises various construction jobs i.e. control structures, manhole and storm water/parks facilities.
- Coordinates with Fleet Services Division to insure that equipment is available when needed.
- Purchases supplies and materials required for daily operation, obtaining quotes and budget coding of invoices.
- Represents Clark County assisting the public in customer service request, special use permits, etc.
- Emergency Response: On call 7 days a week 24 hours a day for Emergency Services (911). Responsible for countywide response and assessment of spill containment and clean up to protect stream and groundwater quality.
- Performs Water Quantity Monitoring to include monthly and quarterly servicing of equipment, as well as stream measurement readings taken as necessary an/or as needed based upon stream gauge elevations. Emergency and other repairs as necessary.
- Inventories and replaces watershed signs throughout all of Clark County.
- Performs other duties as may be needed and/or assigned.

QUALIFICATIONS

Education and Experience:

- Four (4) years of experience as a Road & Parks Maintenance employee, performing grounds maintenance series duties or a closely related field required.
- One year community college course work in landscape construction/maintenance or storm water facility maintenance preferred.

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- Confined space training is desired.
- Possession of a valid motor vehicle operator's license and current Commercial Driver's License (CDL) and endorsements applicable to assignment.
- Possession of a Public Operator Pesticide Applicator's License.

Any combination of experience and training that would likely provide the required knowledge and abilities will be considered.

Knowledge of: the application of principles and practices of storm water facilities maintenance; parks/grounds maintenance, principles of supervision including scheduling, prioritizing, assigning, and evaluation work and employees; the occupational hazards and safety precautions of storm water facility /parks/grounds work as stipulated in the OSHA and WISHA regulations.

Ability to: develop and maintain effective working relationships with community representatives, managers, and officials from County and other governmental agencies, and the general public; operate a variety of maintenance related equipment including but not limited to sedans and light trucks; operate hand tools such as chain saws and weed eaters; provide technical support to coworkers; wear and properly use all associated PPE and perform all work in a safe manner; establish and maintain accurate records, reports, and schedules; research and evaluate advances in parks/grounds/storm water facilities maintenance; operate stream flow monitoring equipment, laser transect, repair and install chain link fence.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Employees in this category work in all types of climates, both indoors and outdoors. Work may be performed in adverse weather and environmental conditions. This includes working in small, often awkward positions. Work may be performed from ladders or scaffolding and possible in hazardous atmospheres. Employees may work alone and be required to perform on-call duties including nights, weekends and holidays. Contacts include suppliers, manufacturers, other agencies and the public.

Physical demands include but are not limited to standing, crouching, climbing stairs and ladders, reaching, twisting, repetitive motion and lifting. Employees are required to use a respirator and/or self-contained Breathing Apparatus when entering a confined space.

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