



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: MAINTENANCE CREW LEADER**
Jurisdictional Class: NON-COMPETITIVE (SEASONAL)
Civil Division: CAYUGA COUNTY
Adoption: CSM 05/04/85
Revised: CSM 04/10/02; 05/11/05; 10/11/17

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in the Buildings & Grounds Department and involves responsibility to plan and supervise the work of seasonal laborers engaged in maintenance and other activities in support of park operations. The work is performed under the supervision of the Park Maintenance Supervisor, Assistant Park Maintenance Supervisor or Working Foreperson with leeway allowed for exercise of independent judgment in planning work procedures. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises and participates in the care and maintenance of lawns, walks, shrubs, trees, picnic area, grounds, and pavilions;
Trains seasonal laborers in park maintenance and other activities;
Supervises seasonal laborers in the maintenance of park property including but not limited to picnic tables, playground equipment, beach property, etc.;
Keeps necessary records on maintenance of park grounds and activities assigned by supervisor;
Advises superior of anticipated needs required in cleaning and maintenance of grounds and equipment;
Supervises and participates in the cleaning and maintenance of rest rooms;
Operates, maintains, and performs simple repairs to motor equipment used in park maintenance such as but not limited to: lawn mowers, trimmers, etc.;
Inspects park buildings for cleanliness and state of repairs;
Answers telephone and helps public in a positive manner;
May provide direction for seasonal employees assigned to ticket booth;
Prepares a variety of records and reports related to the work.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Working knowledge of methods, materials, terminology, and principles involved in the maintenance of parks and recreational areas, facilities, and equipment;
Skill in the use and care of hand and power tools and equipment needed for maintenance and repair of park and recreational facilities;
Ability to lay out and supervise the work of seasonal laborers;
Ability to understand and carry out oral and written directions;
Ability to interact with the public and co-workers in a positive courteous manner;
Ability to keep records and prepare reports;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Two (2) seasons of experience involving building and grounds maintenance and repair activities, OR
- (B) One (1) season of experience involving the maintenance and repair of park or recreational facilities and grounds; OR
- (C) An equivalent combination of training and experience as outlined in (A) and (B) above.

SPECIAL REQUIREMENT(S): None