



Grounds Maintenance Crew Leader

Class Code:
1464

Bargaining Unit: General Unit

CITY OF SANTA BARBARA
Revision Date: Aug 1, 1993

SALARY RANGE

\$55,685.24 - \$67,685.80 Annually

CLASS CONCEPT:

DEFINITION

Under direction, leads, reviews and performs work activities and duties assigned to grounds maintenance crews, including repair, maintenance, modification and upkeep of various park, and facility grounds, equipment and structures, recreation areas, airfields and related areas; performs the more difficult, complex, and technical tasks relative to the assigned area of responsibility; assists with the development, scheduling, job techniques and implementation of staff training programs; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the lead class within the Grounds Maintenance Worker series. Employees within this class are distinguished from the Senior Grounds Maintenance Worker by the performance of the full range of duties as assigned in addition to performing lead responsibilities for an assigned crew, whereas the Senior Grounds Maintenance Worker may lead a small crew of lower level maintenance staff on an occasional, or required, basis. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Maintenance Supervisor or Maintenance Superintendent.

Exercises technical supervision over lower level grounds maintenance or private contractor crews.

ESSENTIAL FUNCTION STATEMENTS-ESSENTIAL DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

1. Provide exemplary customer service to all individuals by demonstrating a willingness to be attentive, understanding, responsive, fair, courteous and respectful, and to actively participate in maintaining a positive customer service environment.
2. Lead, plan, direct, review, and participate in the work, of crews responsible for repair, maintenance, modification and upkeep of various park, publicly owned and facility grounds, equipment and structures, recreation areas, airfields and related areas.
3. Plan, direct, and participate in the maintenance and repair of various park, publicly owned and facility grounds, equipment and structures, recreation areas, airfields and related areas.
4. Direct the use and operation of a variety of tools and equipment; perform general maintenance duties including refueling, changing oil, and lubricating parts; make minor adjustments and conduct equipment inspections as necessary.
5. Plan, direct, and participate in a variety of plant maintenance and landscape duties including trimming shrubs, pulling weeds, mowing and edging lawns, raking recreation areas, watering plants and sweeping.
6. Oversee, schedule, and participate in the maintenance and installation of irrigation systems.
7. Oversee and/or perform the application of herbicides, pesticides, and fertilizers; ensure compliance with established safety procedures.
8. Oversee the inspection and ensure the safety of various facilities including playgrounds, baseball fields and related facilities.
9. Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
10. Issue supplies for facilities and grounds maintenance; requisition maintenance materials and supplies as necessary.
11. Respond to public inquiries in a courteous manner; provide information within the area of assignment.
12. Prepare facilities for special City programs including parades and City-wide events.
13. Estimate time, materials, and equipment required for jobs assigned; requisition materials as required.
14. Participate in setting forms, mixing, pouring, and finishing concrete.
15. May be required to work weekends depending on assignment.
16. Perform related duties and responsibilities as required.

QUALIFICATIONS:

Knowledge of:

- Operations, services and activities of grounds, facilities, or airfield maintenance program.
- Principles of leadership and training.
- Principles and practices of grounds, facilities, or airfield maintenance activities.
- Proper uses and methods of a variety of tools and equipment used in grounds, facilities, or airfield maintenance such as mowing, weeding and spraying.
- Principles and practices of plant maintenance including the pruning and trimming of a variety of shrubs.
- Care, operation and maintenance of a variety of power tools and equipment.
- Pest and weed control chemicals and their proper uses.
- Irrigation system operation and repair techniques.
- Proper watering techniques as applied to individual plant life.
- Safe work practices.

Ability to:

- Lead, organize, and review the work of assigned grounds, facilities, or airfield maintenance crews, including contractor crews.
- Independently perform the most difficult grounds maintenance activities.
- Oversee and participate in a variety of grounds maintenance activities.
- Operate a variety of maintenance tools and equipment.
- Observe possible safety hazards and react accordingly.
- Operate a variety of power tools and equipment in a safe and effective manner.
- Care for and maintain a variety of plant life.
- Maintain assigned grounds, facilities, or airfield.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 - Walking and standing for extended periods of time
 - Operating assigned maintenance equipment.
- Maintain effective audio-visual discrimination and perception needed for:
 - Making observations
 - Communicating with others
 - Reading and writing
 - Operating assigned maintenance equipment and vehicles.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience maintaining park grounds, golf courses and recreational facilities.

Training:

Equivalent to the completion from the twelfth grade. Additional training in grounds maintenance, horticulture or a related field is desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

May require possession of, or ability to obtain, an appropriate, valid Pesticide Applicators Certification from the State Department of Agriculture.

For Airport assignments, requires ability to obtain a valid SBA Airport Security Access Media and valid airfield movement area driving privileges within six months.

SUPPLEMENTAL INFORMATION:

WORKING CONDITIONS**Environmental Conditions:**

Duties in this class are performed under periodically disagreeable working conditions, working outside, sometimes in adverse weather, exposed to water, mud, dirt and grease.

Airport assignments may require more frequent exposure to disagreeable conditions including caustic chemicals, equipment noise and vibration, and dampness. The employee may be occasionally exposed to loud aircraft engine noise.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, or walking for prolonged periods of time; and operating motorized vehicles.

CAREER PATH

This classification is part of the Grounds Maintenance career path.

To learn more about career paths, please [follow this link](#).

Last Revised: 7/20

CITY OF SANTA BARBARA EMPLOYMENT OPPORTUNITY



Airport Grounds Maintenance Crew Leader (Ground Maintenance Crew Leader)

\$26.77 - \$32.54 Hourly
\$4,640.44 - \$5,640.48 Monthly
\$55,685.24 - \$67,685.80 Annually

THE POSITION



APPOINTMENT TO THIS POSITION IS SUBJECT TO APPROVAL BY CITY COUNCIL

Leads, trains and reviews the work of Airport grounds maintenance crew. Directs and participates in Airport landscape installation, maintenance and airfield vegetation control, in a manner consistent with the Integrated Pest Management (IPM) program. Includes plant care, mowing, trimming, manual weed control, liter control, raking, sweeping, installation, maintenance and operation of irrigation systems and application of pesticides. Estimates time, materials and equipment required for jobs and requisitions materials as needed. Verifies the work of employees and contractors for accuracy and compliance with applicable standards and specifications. Supervises the use of, and maintains and inspects maintenance tools and equipment. Completes maintenance records including work orders, reports and timesheets. Prepares Airport facilities for special City programs. Responds to public inquiries in a courteous manner. Performs other duties as required. Provide exemplary customer service to all individuals by demonstrating a willingness to be attentive, understanding, responsive, fair, courteous and respectful, and to actively participate in maintaining a positive customer service environment.

EMPLOYMENT STANDARDS

Knowledge of: Operations and responsibilities of a grounds, facilities, and airfield maintenance program; principles of leadership and staff training; landscape maintenance including mowing turf, planting, pruning and trimming a variety of shrubs; care, operation and maintenance of power tools and equipment; general fertilization practices and pest control application; irrigation installation, maintenance and repair techniques; and safe work practices. Strong horticulture skills such as plant identification (botanical and common names) and plant care are desirable.

Ability to: Lead, organize, and review the work of assigned grounds crew; independently perform the most difficult grounds maintenance tasks; operate and communicate safely in an active airfield environment, operate a variety of maintenance tools and equipment; make observations and respond to prospective safety hazards; maintain Airport facilities; work independently, operate a computer, follow oral and written instruction; prepare work orders and supply requisitions; read landscape blueprints.

Experience and Training: Three years of increasingly responsible experience maintaining landscapes and turf at commercial facilities or the equivalent, including one year of lead supervisory responsibility.

License: Must possess a valid CA driver's license at time of appointment. Possession of a CA Department of Pesticide Regulation Qualified Applicator License (QAL) highly desirable. The position requires the ability to obtain a valid SBA Airport Security Access Media and valid airfield movement area driving privileges within six months of date of hire.

SELECTION PROCESS

It is important that your application and supplemental questionnaire show all the relevant education, training, experience, knowledge, abilities, and skills you possess that qualify you for this position. Applications and supplemental questionnaires may be rejected if incomplete. All applications and supplemental questionnaires will be reviewed and the most qualified candidates will be invited to participate in the selection process. The selection process may consist of a practical exam, an oral exam, and/or application rating. Those candidates receiving a passing score will have their names placed on the eligibility list.

ADDITIONAL INFORMATION CITY APPLICATION AND RESPONSES TO THE SUPPLEMENTAL QUESTIONNAIRE MUST BE RECEIVED BY 5:30 P.M. ON WEDNESDAY, OCTOBER 21, 2020.

Airport Grounds Maintenance Crew Leader (Ground Maintenance Crew Leader) Supplemental Questionnaire

- * 1. Describe your experience leading small grounds maintenance crews. Please provide a brief description of your experience, including employer and dates.
- * 2. Describe your experience in landscape installation, renovation and/or repair. Please provide a brief description of your experience, including employer and dates.
- * 3. Provide a brief description of any other landscape construction/maintenance experience you have, including employer and dates.
- * 4. Describe experience with chemical and manual vegetation control within an IPM program.
- * 5. List your experience using computers in maintaining records, and preparing requisitions and work orders, including the type of computer software with which you have experience.
- * 6. Please answer YES or NO to each the following. If yes, please provide a brief description of your experience, including employer and dates. Do you have experience in: a. Project cost estimates and scheduling b. Material acquisition and requisition c. Work order preparation d. Reading landscape and irrigation blueprints e. Operating tractors and mowers f. Front loader/back hoe g. Operating edgers, blowers, weed whips and chainsaws h. Providing staff training
- * 7. List experience operating any other equipment/tools. Provide a brief description of your experience, including employer and dates.
- * 8. List experience installing, maintaining and repairing irrigation equipment/systems; including type of controllers you have operated.
- * 9. List any relevant education, certifications and licenses you possess.
- * 10. Do you possess a Qualified Applicator License issued by the CA Department of Pesticide Regulation?
- * 11. Describe experience working with herbicides, rodenticides and insecticides.
- * Required Question

EMPLOYMENT INFORMATION

APPLICATIONS must be filled out completely and show clearly that the employment standards listed on the front of this bulletin are satisfied. Information provided is subject to verification.

EQUAL OPPORTUNITY is an established City policy, encouraging applications from all qualified candidates without regard to race, creed, color, sex, age, national origin, political or religious affiliations, sexual orientation, marital status, disability, or pregnancy.

AMERICANS WITH DISABILITIES ACT (ADA) AND CALIFORNIA FAIR EMPLOYMENT & HOUSING ACT (FEHA). Applicants with a disability who require special testing arrangements should contact Human Resources.

EMPLOYMENT REQUIREMENTS include satisfactory completion of reference checks, fingerprinting, and a police record check. Designated positions may require a City-paid medical exam by a City-designated physician based upon job-related physical standards, a psychological evaluation, polygraph test, background investigation and drug screening.

A PROBATIONARY PERIOD of one year must be satisfactorily completed for all Classified positions. The probationary period is regarded as a continuation of the testing process, during which time an employee may be rejected at any time without cause and without the right of appeal to the Civil Service Commission. An employee who changes from full-time status to part-time becomes an Unclassified / At-Will employee.

SALARY AND BENEFIT INFORMATION

Note: Salary and benefits are subject to change

THE SALARY RANGE consists of five steps, each representing an increase of approximately five percent. **STEP INCREASES**, through the top salary step, are tied to job performance with annual performance reviews. Employees receive annual performance reviews.

THE FOLLOWING BENEFITS may vary and are subject to collective bargaining:

Note: Part-time employees receive pro-rated benefits, e.g., 50%, 60%, etc.

- The City is a member of the **Coastal Housing Partnership**, which offers home loan assistance and rental reductions.
- **9/80**-Standard Citywide 9/80 work schedule with closures on alternate Fridays.
- **Flexwork/Telecommuting** is available.
- **Bilingual pay** may be available at a rate of \$64 / pay period.
- **Vacation** is accrued at 80 hours / year, increasing with City service.
- **Personal leave** (32 hours) is provided each July 1st at the start of the fiscal year (pro-rated the first year).
- **Sick leave** is accrued at the rate of 96 hours / year.
- **Holidays**: 10 holidays (80 hours) are observed / year.
- **Retirement**: PERS Miscellaneous formula: "Classic" members: 2.7% @ 55; employee contributes 12.347% of salary. "New" members: 2% @ 62; employee contributes 6.75% of salary. The City does not participate in Social Security.
- **Insurance** including medical, dental and vision benefits are available under a group plan. The City pays a monthly maximum of \$1020.01 (employee only coverage) or \$1110.01 (employee + 1 or family coverage), towards medical, \$82.66 towards dental, and \$10.21 towards vision. The City also makes contributions into the Health Savings Account (HSA) for those employees enrolled in the applicable HSA-compatible Medical PPO Plan.
- Employees who opt-out of the group insurance coverage may be eligible for a **cash pay-out** of up to \$362.38 / month.
- **Life Insurance**: City-paid term life insurance (\$50,000) is provided.
- **Employee Assistance Program**: A City-paid EAP is available for employees and members of their household.
- **Long-term Disability Insurance** is provided.
- **State Disability Insurance** (SDI) and **Paid Family Leave** (PFL) is provided. Employee pays 1% of salary (pre-tax).
- **Deferred Compensation Savings Plans** (457) are available to employees through a deferred compensation program.
- **Uniforms** will be provided by the City to those employees required to wear a uniform.
- Employee must pay an amount equal to 1.45% of salary toward **Medicare**. An equal amount is paid by the City.

**CITY OF SANTA BARBARA
HUMAN RESOURCES
P.O. BOX 1990
SANTA BARBARA, CA 93102**

10/13/2020

AN EQUAL OPPORTUNITY EMPLOYER

CITY OF SANTA BARBARA - HUMAN RESOURCES DIVISION • [HTTP://WWW.SANTABARBARACA.GOV](http://www.santabarbaraca.gov)
735 ANACAPA STREET • P.O. BOX 1990 • SANTA BARBARA, CA 93102-1990 • (805) 564-5316