

**CITY OF FORT WAYNE JOB POSTING**

**Applicants and Employees must meet duties/essential functions and minimum requirements.**

Job Vacancy:	<b>Working Leader – Grounds</b>	Department:	Parks & Recreation
Requisition Number:	2025109		
Hours:	7:00 a.m. – 3:00 p.m., may vary	Rate of Pay:	\$27.8346 per hour
Date Posted Up:	1/10/2025	Date Posted Down:	Until Filled
Time Up:	8:00 a.m.	Time Down:	

**SUMMARY**

Working under the general direction of the Supervisor Grounds Management, incumbent is responsible for the care and maintenance of assigned park areas, athletic fields, ball diamonds, restrooms, park grounds and facilities. Incumbent shares responsibilities with other Working Leaders in directing work of Grounds / Facilities employees in all parks and related buildings, grounds and other facilities. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

**OPERATIONS/JUDGEMENT**

- Performs winter work such as snow and ice removal, equipment repair, cuts and splits fire wood, tree and shrub pruning, and directs work of a winter equipment maintenance crew;
- Operate vehicle with snow plow to remove snow from roads and parking lots. Willing to work overtime or be called into work when snow removal is necessary;
- Organizes and prepares work of seasonal and full-time employees;
- Ability to instruct employees in proper maintenance of ball diamonds, athletic fields, and grounds maintenance;
- Operates vehicles and equipment to accomplish the above written duties;
- Drives a one-ton truck with equipment trailer;
- Works flexible hours including Saturdays and Sundays;
- Follows the work rules, guidelines and policies of the City of Fort Wayne and Fort Wayne Parks and Recreation Department.
- Performs janitorial duties as required;
- Assists in directing assigned building and grounds crews and the work of these crews;
- Assists with or directs in the set-up of special events and tournaments;
- Maintains accurate daily work reports and other records as directed;

**DIAGNOSTIC/PREVENTATIVE MAINTENANCE**

- Maintains the overall appearance of assigned areas, including buildings, facilities, parking lots, grounds, landscaping, trees, shrubs, ball diamonds and athletic fields;
- Maintains turf areas, which include mowing, fertilizing, chemical application, turf repair, irrigation, and litter removal;

- Irrigates ball diamond outfields and athletic fields as required and works various hours to accomplish this task. Ability to repair and maintain irrigation equipment so this equipment functions properly;
- Maintains and performs minor repair work to buildings, facilities, restrooms, athletic equipment, fence and backstops, bleachers, and other equipment in assigned areas;
- Performs grounds maintenance on ball diamond infields and outfields, drags and lines infield, handles and installs home plates and pitching rubbers, keeps ball diamond area litter free;

**EQUIPMENT MANAGEMENT**

- Keeps all maintenance equipment and tools in a safe operating condition, performs repair work to maintenance equipment as required;
- Maintains a stock of cleaning supplies, chemicals, fertilizer and equipment parts;
- Keeps work areas clean and orderly.

**MARGINAL FUNCTIONS**

Incumbent shall perform other duties as assigned by the Supervisor.

**PERFORMANCE EXPECTATIONS**

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

**SUPERVISORY RESPONSIBILITIES**

Incumbent assists in the supervision of full time and seasonal employees in all Facility and Grounds Management positions. Directs work of assigned crews during Supervisor's absence;

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE**

- High school diploma or General Education Diploma;
- Combination of four years' experience and/or training in turf maintenance practices with two years of formal training in turf maintenance and two years of related working experience;
- Preferred two years' experience in leading and directing work crews.
- Two years' experience in the maintenance and care of ball diamonds.

**OTHER KNOWLEDGE, SKILLS and/or ABILITIES**

- Reads and writes English clearly and understands oral and written instructions;
- Maintains a clean personal appearance and good hygiene;
- Works independently and in an outdoor environment year-round;
- Maintains an effective professional relationship with the general public.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Must be able to clearly write routine reports and various correspondences;

**MATHEMATICAL SKILLS**

Ability to add subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentages;

### **DIFFICULTY OF WORK**

The work consists of moderately complex, relatively standardized assignments. Incumbent must understand work processes in operating a variety of equipment and machinery as well as an understanding of higher mathematics with fertilizer and weed control applications and landscaping. Work is performed under moderate supervision; incumbent applies knowledge of technical manuals to procedures. Incumbent has limited authority to deviate from general work instructions.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Indiana For-Hire Endorsement;
- Current State of Indiana Pesticide Applicators License-Category 3b Turf Pest Control. Incumbent is responsible for obtaining license within one year from hire date.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee lifts 75 pounds and carries the weight a minimum of 50 feet. Maintains medical certification and approval to use a personal respirator without restrictions. The physical effort involves heavy lifting, pushing, and pulling usually performed in a non-sitting position with high manual dexterity.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent is responsible for a variety of different operations to be able to complete assignments with accuracy required to protect tools, materials, and prevent injuries of others. Work is performed with considerable independence from supervisor and has authority to deviate from general instructions and makes decisions and judgments affecting quality and adequacy of work. The jobs' duties and tasks are of a limited amount of involvement in the overall operation of the Parks and Recreation Department. Working conditions are adequate with minimum environmental conditions and minimum hazardous working conditions to assure health, safety and comfort to others.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

**Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.