

RESOLUTION NO. 82-2017

Adopting a Job Description for Parks Crew Leader  
and Amending the Job Descriptions of Parks  
Manager, Parks Supervisor and Parks Technician.

WHEREAS, City Council wishes to adopt a job description for the classified position of Parks Crew Leader; and,

WHEREAS, City Council wishes to amend the position description for the positions of Parks Manager, Parks Supervisor and Parks Technician; and,

WHEREAS, it is necessary to amend the position descriptions for Parks Manager, Parks Supervisor and Parks Technician to properly reflect the duties of these positions;

NOW THEREFORE, BE IT RESOLVED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That the job description for the position of Parks Crew Leader (Class Specification No. 246) as per the description attached hereto be and the same is hereby adopted.

SECTION 2. That the position descriptions for the positions of Parks Manager (Class Specification No.166) Parks Supervisor (Class Specification No. 104) and Parks Technician (Class Specification No. 105) as per the descriptions attached hereto be and the same are hereby amended.

SECTION 3. That the Clerk of Council be and hereby is instructed to record this Resolution in the appropriate record book.

Adopted December 11, 2017

/s/ Bonnie D. Michael  
President of Council

Attest:

/s/ D. Kay Thress  
Clerk of Council

***CITY OF WORTHINGTON***  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b> PARKS CREW LEADER	<b>CLASS:</b> 246
Department: Parks & Recreation	
Date: December 11, 2017	
Reports To: Parks Manager	Title Originated: 2017

### **General Statement of Duties**

Under the direction of the Parks Manager, the Parks Crew Leader performs a variety of skilled and labor intensive tasks for the upkeep and maintenance of the public lands and recreational facilities operated by the Worthington Parks & Recreation Department. The Parks Crew Leader assists in the supervision of the Parks Technicians and Seasonal Workers by planning and overseeing daily work assignments and monitoring quality control standards in the field.

### **Essential Functions of the Position:**

Schedules work assignments for Parks Technicians and Seasonal Workers in consultation with the Parks Manager and/or Parks Supervisor;

As a working crew leader oversees the field work of Parks Technicians and Seasonal Workers.

Performs athletic court and field maintenance including dragging baseball and softball fields, laying out and marking of playing fields, seeding, fertilizing, aerating, mowing, inspecting and repairing of lighting and nets;

Maintains buildings including custodial duties and the upkeep of shelter houses and restrooms with painting, plumbing, light carpentry and electrical repairs;

Conducts horticultural care in the development, construction and preservation of planted areas and trees by proper pruning, planting, watering, mulching and weeding;

May assist with supervision of parks maintenance contractors;

Inspects and maintains all irrigation systems including controllers, valve and sprinkler operations and seasonal start-up and shut-down procedures;

Constructs and maintains playground areas through cleaning, raking and weeding of surfaces. Also performs regular scheduled inspections of structures and amenities;

Works with community groups and volunteers;

Sets-up and tears-down tables, bleachers, chairs and sound equipment for special events at various locations;

Operate motor vehicles and motorized equipment including trucks, tractors, mowers and construction equipment as applicable to the program, including snow removal from City parks, playgrounds and parking areas;

Operates a variety of power tools;

Maintains work records and employee assignments as required.

## **Knowledge, Skills and Abilities:**

Ability to plan, supervise and coordinate the work of both Parks Technicians and Seasonal Workers;

Ability to show good judgment and initiative in carrying out assigned tasks with a minimum amount of supervision;

Ability and willingness to work in inclement weather throughout the year;

Ability to properly use equipment for a sustained period of time in a safe manner and observe all personal safety procedures;

Ability to use tact and courtesy in dealing with the public and other staff while performing assigned duties;

Ability to perform labor related tasks as required for maintenance activities;

Ability to lift and carry 25 lbs. frequently, and up to 50 lbs. occasionally;

Ability to react to change productively and to handle other tasks as assigned;

Regular and predictable attendance.

### **Minimum Requirements for the Position:**

This individual must be a graduate from a standard senior high school course of study or its equivalent and possess at least one year of experience in the position of City of Worthington Parks Technician or equivalent.

Must possess a valid Ohio Driver's License and attain an Ohio Commercial Driver's License within six months of hire and an Ohio Applicator's License for Pesticides within ninety days of employment.

The 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.

This job description does not list all of the duties or functions of the job. The individual in this position may be asked by supervisors to perform other duties. The City has the right to revise this job description at any time.

Adopted by Resolution No. 83-2017; Effective December 11, 2017

# ***CITY OF WORTHINGTON***

## **POSITION DESCRIPTION**

**POSITION TITLE: PARKS MANAGER**

**CLASS: No. 166**

Department: Parks & Recreation

Date: December 11, 2017

Title Revised: 1997

Reports To: Director of Parks and Recreation

Updated: 2017

### **General Statement of Duties**

The Parks Manager is responsible for maintenance of clean, safe parks facilities within the city. This position performs work assigned independently under supervision of the Director of Parks & Recreation; plans, organizes, supervises, evaluates and modifies parks maintenance practices and programs to maximize productive workflow; coordinates logistics of labor, management, equipment and materials to improve the City's parks. Supervises the Parks Supervisor, Parks Crew Leader and Parks Technicians to achieve unit effectiveness. Predicts budget needs and tracks expenditures for efficient parks maintenance programs. The Parks Manager performs skilled work involving the use of acquired skills as required for park maintenance activities of the City's Department of Parks & Recreation. Special licensing may be involved at times to maintain the position.

### **Essential Functions of the Position:**

Coordinates maintenance and repair program for all City ball diamonds, tennis courts, soccer fields, shelter houses, play equipment and park grounds;

Coordinates tree maintenance with Service Department staff;

Assists in planning long range goals, objectives, organizational structure, and overall direction for the Department;

Supervises Parks Division employees and work activities; ensures appropriate training, assigns job assignments to employees, evaluates work performance, and takes appropriate corrective steps for staff performance issues;

Actively works with the community to initiate volunteer involvement in the parks and coordinates all volunteers with the appropriate city staff;

Works effectively with the Service Department and other City Departments, local agencies, and partners including the Worthington Youth Boosters focusing on building positive working relationships;

Prepares and recommends the budget for the Parks Division; follows purchasing procedures to secure appropriate supplies and equipment for the division operations;

Receives and responds in a timely and professional manner to complaints, concerns and formal work orders;

Represents the Department at various meetings, functions and community gatherings and provides liaison with other Departments on related activities;

Inspects areas for conformance to maintenance and safety standards;

Compiles and updates records of maintenance and repair work to City park property and equipment;

Maintains equipment and materials inventory system including specific plans for maintenance and replacement;

Prepares complex, routine and non-routine reports utilizing a variety of software and maintains accurate and organized reports;

Prepares and maintains training manual to be used by all technicians and supervisors in parks maintenance practices and procedures;

Operates motor vehicles and motorized equipment including trucks, tractors, mowers and construction equipment as applicable to the program, including snow removal from City parks, playgrounds and parking areas.

## **Knowledge, Skills and Abilities:**

Knowledge of the principles and techniques of standard park maintenance practices;

Knowledge of municipal budget processes and requirements;

Knowledge of computers, data entry and technology.

Thorough knowledge and a high degree of skill in using tools and equipment for park maintenance;

Thorough knowledge of occupational hazards and safety precautions.

Ability to mow grass with both gasoline powered push and riding mowers, trim and remove trees and shrubs as well as operate lawn sprinklers;

Ability to operate fertilizer and chemical spraying equipment and be able to perform landscaping tasks such as raking, seeding, rolling and sod work;

Ability to operate a tractor and all other ground maintenance equipment as well as a truck that may be equipped with a snow plow and salt spreader for snow and ice control;

Ability to carry out assigned tasks with little or no supervision;

Ability to deal with other employees and the public in a tactful and courteous manner;

Ability to operate vehicles equipped with standard transmission;

Ability to lift and carry 25 lbs. frequently, and up to 50 lbs. occasionally;

Regular and predictable attendance.

### **Minimum Requirements of the Position:**

Graduation from an accredited college or university with a Bachelors Degree in Parks and Recreation, Park Management, or a closely related field, or any equivalent combination of education, training, and experience which provides the necessary knowledge, skills, and abilities. A minimum three years in parks maintenance or related field with at least one year at a supervisory level.

Must attain a Department of Agriculture license to handle chemical sprays and spraying equipment within six months of hire.

Current, valid Ohio Commercial Driver's License.

CPR/First Aid Certification preferred.

The 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.

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Adopted by Resolution No. 83-2017; Effective December 11, 2017



# ***CITY OF WORTHINGTON***

## **POSITION DESCRIPTION**

**POSITION TITLE: PARKS SUPERVISOR**

**CLASS: 104**

Department: Parks & Recreation

Date: December 11, 2017

Title Revised: 1997

Reports To: Parks Manager

Updated: 2017

### **General Statement of Duties**

Under the direction of the Parks Manager, the Parks Supervisor performs a variety of skilled and labor intensive tasks for the upkeep and maintenance of the public lands and recreational facilities operated by the Worthington Parks & Recreation Department. The Parks Supervisor must possess technical ability and/or knowledge in the maintenance of athletic facilities, buildings, landscape areas and playground equipment. The Parks Supervisor provides project coordination for CIP and Parks Master Plan projects and provides support for City landscaping improvements and for other City departments as needed.

This position may assist in the supervision of Parks Technicians and Seasonal Workers in daily assignments and may assign routine and emergency work orders/tasks as required. The Parks Supervisor performs these duties independently or with general guidance from the Parks Manager and/or Director of Parks & Recreation. May act as the Parks Manager in the Parks Manager's absence.

### **Essential Functions of the Position:**

Coordinates the City's Street Tree program, Tree City USA, Arbor Day activities and works with the Arbor Committee;

Staffs the Arbor Advisory Committee and provides project support for other parks related City Boards and Commissions. Works with community groups and volunteers;

Assists with the supervision of parks maintenance contractors;

Conducts horticultural care in the development, construction and preservation of planted areas and trees by proper pruning, planting, watering, mulching and weeding;

Inspects and maintains all irrigation systems including controllers, valve and sprinkler operations and seasonal start-up and shut-down procedures;

Performs athletic court and field maintenance; building maintenance activities and playground maintenance activities as required;

Sets-up and tears-down tables, bleachers, chairs and sound equipment for special events at various locations;

Operate motor vehicles and motorized equipment including trucks, tractors, mowers and construction equipment as applicable to the program, including snow removal from City parks, playgrounds and parking areas;

Operates a variety of power tools;

Maintains work records and employee assignments as required.

## **Knowledge, Skills and Abilities:**

Knowledge of parks, arbor and horticultural project planning;

Knowledge of landscape design principals;

Ability to show good judgment and initiative in carrying out assigned tasks with a minimum amount of supervision;

Ability to use tact and courtesy in dealing with the public and other staff while performing assigned duties;

Ability and willingness to work in inclement weather throughout the year;

Ability to properly use equipment for a sustained period of time in a safe manner and observe all personal safety procedures;

Ability to perform labor related tasks as required for maintenance activities.

Ability to lift and carry 25 lbs. frequently, and up to 50 lbs. occasionally.

Ability to plan, supervise and coordinate the work of both Parks Technicians and Seasonal Workers;

Ability to react to change productively and to handle other tasks as assigned;

Regular and predictable attendance.

### **Minimum Requirements for the Position:**

This individual must be a graduate from a standard senior high school course of study or its equivalent and possess at least two years of experience in the position of Parks Technician or equivalent.

Must possess a valid Ohio Driver's License and attain an Ohio Commercial Driver's License within six months of hire and an Ohio Applicator's License for Pesticides within ninety days of employment.

The 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.

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***CITY OF WORTHINGTON***  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b> PARKS TECHNICIAN	<b>CLASS:</b> 105
Department: Parks & Recreation	
Date: December 11, 2017	Title Revised: 1997
Reports To: Parks Manager/Parks Crew Leader	Updated: 2017

**General Statement of Duties**

Under the supervision of the Parks Manager and Parks Crew Leader, the Parks Technician performs a variety of skilled and labor intensive tasks for the upkeep and maintenance of public lands and recreational facilities operated by the City of Worthington Parks & Recreation Department. Employees must possess the technical ability and/or knowledge of maintenance of athletic facilities, buildings, landscaped areas and playground equipment.

**Essential Functions of the Position:**

Operate motor vehicles and motorized equipment including trucks, tractors, mowers and construction equipment as applicable to the program, including snow removal from City parks, playgrounds and parking areas;

Operate a variety of hand and power tools;

Perform athletic court and field maintenance including dragging baseball and softball fields, laying out and marking of playing fields, seeding, fertilizing, aerating, mowing, inspecting and repairing of lighting and nets;

Maintain buildings including custodial duties and the upkeep of shelter houses and restrooms with painting, plumbing, carpentry and electrical repairs;

Conduct horticultural care in the development, construction and preservation of planted areas and trees by proper pruning, planting, watering, mulching and weeding;

Inspect and maintain all irrigation systems including controllers, valve and sprinkler operations, and seasonal start-up and shut-down procedures;

Construct and maintain playground areas through the cleaning, raking and weeding of all surfaces and performs regular scheduled inspections/repairs of structures and amenities;

Establish and maintain turf through proper seeding, fertilization, irrigation practices;

Set-up and tear down tables, bleachers, chairs and sound equipment for special events at various locations;

Assist in oversight of seasonal staff;

Perform equipment maintenance for proper operations of vehicles, mowers and tools.

### **Knowledge, Skills and Abilities:**

Sound judgment and initiative in carrying out assigned tasks with a minimum amount of supervision;

Ability and willingness to work in inclement weather throughout the year;

Ability to properly use equipment for a sustained period of time in a safe manner and observe all personal safety procedures;

Use tact and courtesy in dealing with the public and other staff while performing assigned duties;

Ability to perform labor related tasks as required for maintenance activities;

Ability to lift and carry 25 lbs. frequently, and up to 50 lbs. occasionally;

Regular and predictable attendance.

### **Minimum Requirements of the Position:**

Be a graduate from a standard senior high school course of study or its equivalent and possess a current valid Ohio Driver's License. Must attain an Ohio

Commercial Driver's License within six months of hire. USDA/Ohio Applicator's License for Pesticides within ninety days of the date of employment may be required; Playground Safety Inspector Certification may be required; and Arborist certification may be required.

The 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.

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