

Columbus Parks and Recreation Department
Position Description

Position Title: Team Leader - Grounds
Application Deadline: February 12, 2019
Status: Hourly Non-Exempt
2019 Salary Range: \$15.46 - \$23.19
Department: Parks and Recreation
Reports to: Director of Park Operations
Supervises: 5 full-time & 3 part-time seasonal employees

Summary of Functional Responsibilities:

- Team Leader: Grounds
 1. Agronomist
 2. Horticulturist
 3. Arborist
- Certified pesticide applicator – 3A, 3B

Specific Duties of the Position:

- Hands-on supervision and support of the efforts of five full-time and three part-time seasonal employees in the areas of mowing and grounds maintenance. Advise, direct and assist the lead employee in each of these areas daily.
- Carry out, evaluate and improve existing management plans for all properties.
- Maintain inventory of supplies and other items needed to carry out management plans. Evaluate and update records regarding annual bulk orders of supplies.
- Design seasonal plans for planting and other landscape improvements.
- Provide leadership and assistance with pesticide and other chemical applications.
- Carry out, and model behavior for, all applicable safety and quality programs. Share responsibility of running monthly safety meetings with the five other leaders in the Park Operations Area.
- Coordinate with the other leaders on sharing equipment and on special events, large projects or emergencies.
- Assist the City Arborist/Director of Park Operations with park tree inventories and hazard evaluations, as well as tree planting projects.
- Handle the recruitment, selection and training for any vacant full-time or seasonal positions.
- Motivate, lead and evaluate the performance of employees reporting to Grounds Team Leader position.
- Coordinate with other teams and leaders to support the mission of providing the highest quality park and recreation services.
- Pursue continuous improvement in all phases of grounds management.
- Represent the Parks and Recreation Department in a professional and friendly manner.
- Perform all other duties as assigned.

Education and Experience:

- High school education
- Four years grounds maintenance experience or related work
- Certified arborist and/or accredited plantsman preferred
- Certified pesticide applicator – 3A, 3B within one year
- Valid Indiana driver's license

Judgment:

- Has a high level of latitude to make decisions

Supervisory Responsibility:

- Manages five full-time and three part-time seasonal employees
- Develops operating plans
- Organizes work

Relationships Responsibility:

- Must work with both external and internal customers

Working Conditions:

- Exposure to more than ordinary conditions