

**CITY OF GONZALES
POSITION DESCRIPTION**

TITLE: Crew Leader
DEPARTMENT: J.B. Wells Park

JOB CODE: Full-Time
FLSA: Non Exempt

SUMMARY: This is a service –maintenance position responsible for maintaining, repairing and providing grounds-keeping services at park and facility grounds. This position has contact with the public, limited responsibility for preparation of reports and must make routine and non-routine decisions. This position directly reports to the J.B. Wells Arena Operations Manager for supervision.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Supervise employees to ensure daily tasks are being performed.
- Verify time sheet accuracy.
- Approve or deny leave sheets.
- Answer phone at all times unless being covered by the JB Wells Arena Operations Manager.
- In absence of Manager will be in charge of all activities at park.
- Act as Manager in the absence of Manager when designated to perform duties.
- Help Manager answer complaints and other issues that may arise at an event.
- Report any unsafe conditions in or on park grounds to department supervisor.
- Mow park and facility grounds, clean stalls.
- Weed eat, trim trees, water and landscape property.
- Pick-up trash and clear debris from park grounds,
- Clean restrooms in Expo, Arena and Show Barn, set up pens.
- Prepare and maintain rodeo arena, volleyball courts and fields.
- Paint and repair park structures.
- Repair and maintain mowing and trimming equipment.
- Provide general up-keep of the department equipment.
- Assist other departments if necessary.
- Must be available for duty during all events scheduled.
- Clean and assisting in setting up the Expo
- Other duties as assigned.

Required Knowledge and Skills:

- Skill in providing excellent customer service to persons of all ages, regardless of social or economic backgrounds.
- Must be familiar with mower, tractor, equipment repair and general maintenance.
- Must refer to work orders, equipment gauges, repair manuals and employee handbook.
- Must be able to work with persons from all social groups

Required Education, Experience and Certificates:

- High School Diploma or Equivalent.
- Grounds and general maintenance skills are necessary.
- Continuing education training and workshop attendance required periodically.
- Must have a valid Texas Driver License.

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Environmental Factors and Conditions/Physical Requirements:

- Work is performed outside in all types of weather.
- May be subject to standing, sitting, walking, bending, reaching, kneeling and lifting (up to 50 lbs.)
- Hazards exist which relate to operating tractors, trimmers, mowing equipment and working around chemicals, compounds and liquid.

Equipment and Tools Utilized:

- Equipment utilized may include City vehicle, mower, tractor, drags, loaders, weed eater, back pack blower, chain saw, edger, spray, shovel, rake, broom, drill and other maintenance related tools and equipment.

Must be able to pass criminal history background check, pre-employment drug screen and pre-employment physical.

Applications for employment may be found at www.gonzales.texas.gov or at the City of Gonzales-City Hall 820. St Joseph. Please submit applications- Attn: Kristina Vega at 820 St Joseph or PO Box 547 Gonzales, TX 78629. Position will remain open until filled.

The City of Gonzales is an equal opportunity employer.