

PARK CREW LEADER

DEFINITION

Under general supervision, coordinates, trains, plans and schedules Park Department personnel, in the operation, maintenance, and visitor services functions of the County Parks; performs maintenance, public contact, enforcement and other operational duties.

EXAMPLES OF DUTIES

Works closely with the Operations Manager to oversee daily park operations, including planning, prioritizing and scheduling work duties for park personnel; responsible for visitor services functions such as fee collection, user registration, inspection and patrol of park properties and facilities; coordinates and performs enforcement; oversees maintenance functions such as grounds and trails, recreational equipment, refuse collection, special events, shelter reservations, boat launches, campgrounds and other direct service deliver to park users; provides field oversight for fee collection, campsite and shelter reservations, trash removal, daily facility maintenance, playground maintenance and inspection, turf maintenance and minor repairs to equipment and facilities; evaluates work methods, makes recommendations and implements new procedures to increase efficiency; routinely inspects equipment and facilities for safety, cleanliness, and repair; maintains records for labor and machine hours, and material procurement of supplies and equipment; coordinates efforts to provide visitor services and the protection of resources on County properties; patrols properties to provide a visual deterrent, monitors problem areas and assists the public as needed; enforces County Ordinances and issues warnings and/or citations as the situation warrants; works closely with the Dane County Sheriff's Office and other agencies; maintains, complete and accurate records of incidents, accidents, complaints or other event that occurs on County lands; may be the main contact for operations and crews; oversees project plans; complies with state and local construction codes; maintains and prioritizes work or repair requests; records information pertaining to fleet, equipment, machine hours, labor and procurement of equipment.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to high school graduation and four years experience in maintenance and/or construction, including some public contact. Additional credit will be awarded for post high school degree or associate degree in Recreation Resource Management or related field, supervisory or lead work experience, buildings maintenance, grounds maintenance and construction experience.

Knowledge, Skills and Abilities: Knowledge of lead work techniques and leadership; knowledge of county ordinances and enforcement methodology; knowledge of incident investigation and report writing; knowledge of campground operations and revenue collection; knowledge of turf maintenance, landscaping, trail construction and maintenance for all types of trails; knowledge of power mowers, small tractors, snowmobiles, trucks, trailers and other special park related equipment; knowledge of building maintenance and janitorial functions; ability to follow through on responsibilities; ability to deal with the public in enforcement situations; ability to operate equipment of all types; ability to develop specifications for supplies and equipment purchases; ability to work from oral and written directions; ability to maintain effective working relationships with supervisors, employees, and the public; ability to work independently.

Special Requirements: Must have (or be eligible for) a valid Wisconsin class "A" commercial driver's license.