



## WARREN COUNTY PARKS AND RECREATION DEPARTMENT

### JOB DESCRIPTION

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- I. **Name of Position:** District Maintenance Crew Leader
- II. **Organization Unit:** Operations Division – Community Parks
- III. **General Summary:** Required to perform daily maintenance of the facility to which assigned. District Maintenance Crew Leader will also work on special projects assigned by the Director or Operations Superintendent.
- IV. **Qualifications:** High school diploma (or equivalent); ball field and/or landscape experience, desired; experience using commercial grade landscaping equipment (mowers, sprayers, tractors, skid-steers, backhoe, etc.) desired. WCPRD is an equal opportunity employer.
- V. **Special Work Conditions:** Outdoor work; some night and weekend work required.
- VI. **Position Wage:** This is a full-time position. The wage will be negotiated at the time of hire. Medical, dental, and vision insurance plans are available to all full-time employees after a sixty (60) day probationary period (employee is responsible for paying a percentage of this cost).
- VII. **Employee Classification:** Non-Exempt
- VIII. **Essential Job Functions:**
1. Mow, trim, spray, and weed all assigned facilities.
  2. Use of general hand tools.
  3. Responsible for all ball field maintenance for daily practices and games.
  4. Maintain equipment inventory and submit at required deadlines.
  5. Required to know and comply with daily activity schedule for assigned facilities.
  6. Required to complete and keep up with assigned work orders daily.
  7. Required to complete all landscaping and custodial duties at assigned facilities.
  8. Required to work at special events assigned by Director.
  9. Complete all assigned trainings.
  10. Required to assist with construction/deconstruction of SoKy Ice Rink yearly.
  11. May be required to supervise at SoKy Ice Rink during its operation and/or other various special events.
  12. Required to operate snowplows, tractors, skid steer, and other mechanical equipment for various tasks.
  13. Understand and agree to comply with WCPRD Employee Handbook, Warren County Personnel Policy, and all other WCPRD rules and regulations.
  14. Complete any other duties as assigned by the Director of WCPRD.
  15. Perform all duties in a polite, professional, and respectful manner always with both patrons and fellow employees.
- IX. **Verification of Understanding Position:**  
By signing this job description, I agree to perform the tasks outlined within and fully understand that I may be assigned other work-related duties and responsibilities as directed by the Director or Assistant Director of WCPRD.

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WCPRD Employee Signature

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Date

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Witness Signature

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Date

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Director WCPRD Signature

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Date