


MEMO TO: ALL DEPARTMENTS   
FROM: HUMAN RESOURCES  
DATE: JANUARY 26, 2012  
RE: Job Opening – Recreation Department  
“Grounds & Facilities Crew Chief”

Please place the attached job opening on all bulletin boards within your department.

**CITY OF CLARKSVILLE**  
**PARKS & RECREATION DEPARTMENT**  
**CLASS SPECIFICATION TITLE: GROUNDS AND FACILITIES CREW CHIEF**

<b><u>BAND</u></b>	<b><u>GRADE</u></b>	<b><u>SUBGRADE</u></b>	<b><u>FLSA STATUS</u></b>
B	3	1	Non-Exempt

**CLASS SUMMARY:**

This is the third of six levels in the Grounds and Facilities Maintenance series. Incumbents supervise and participate in the work of the lower levels. Responsibilities may include prioritizing and assigning tasks; monitoring the activities of work crews; ordering supplies; maintaining records of activities; providing customer service to the public; and performing the work of the lower level.

<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u></b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE-QUENCY</u></b>	<b><u>BAND/ GRADE</u></b>
1.	Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.	Daily 20%	B3
2.	Performs a variety of cleaning and grounds maintenance activities in assigned area of responsibility, which may include repairing building systems and/or structures; painting interior and exterior surfaces; setting up facilities for events; and/or performing related events.	Daily 50%	B2
3.	Inspects systems, equipment, and/or structures and ensures safety requirements are met. Secures, locks, and opens buildings as necessary.	Daily 10%	A1
4.	Responds to questions, concerns, and/or requests for service from employees, vendors, outside organizations, the public, and/or other interested parties related to assigned area of responsibility.	Daily 10%	B2
5.	Prepares and monitors logs and operational records.	Daily 10%	B2
6.	Performs other duties of a similar nature or level.	As Required	N/B

**TRAINING AND EXPERIENCE** (positions in this class typically require):

High School Diploma or equivalent (G.E.D.) and three years experience in area of responsibility; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**LICENSING REQUIREMENTS** (positions in this class typically require):

Licensing Requirements:

- Commercial Driver's License

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**KNOWLEDGE** (position requirements at entry):

Knowledge of:

- Supervisory principles;
- Grounds and facilities maintenance principles and practices;
- Applicable system and structure repair techniques;
- Applicable equipment, materials, and tools used in grounds maintenance activities;
- Recordkeeping principles;
- Computers and related software applications;
- Safe work practices.

**SKILLS** (position requirements at entry):

Skill in:

- Monitoring and evaluating employees;
- Prioritizing and assigning work;
- Maintaining grounds and facilities;
- Operating and maintaining applicable grounds maintenance equipment and tools;
- Inspecting facilities, equipment and other structures;
- Identifying and repairing/replacing unsafe equipment;
- Maintaining records;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

**PHYSICAL REQUIREMENTS:**

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, and chemicals.

**NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**CLASSIFICATION HISTORY:**

Draft prepared by Fox Lawson & Associates, a Division of Gallagher Benefit Services, Inc. (CMC)  
Date: (09/2010)

Salary

B - 31     \$37,280

Please complete the City of Clarksville application available at the Career Service Center of TN - 350  
Pageant Lane - Clarksville, TN 37040