

# City of Madison

## Job Description



**Title: Grounds Support Lead**

**Department: Facilities & Grounds**

**FLSA Status: Non-Exempt**

**Pay Grade: 105**

**New Position**

**Position Change**

**Effective Date 9/7/2009**

*The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.*

### **General Position Summary:**

The Grounds Support Lead provides hands-on leadership and technical support for the maintenance and upkeep of parks, trails, and related public spaces. This role works alongside ground staff to perform daily maintenance activities while serving as a lead worker who assigns tasks, provides training, and ensures work is completed safely and efficiently. The Grounds Support Lead assists with landscaping, equipment operation, and minor facility maintenance, and helps maintain high standards of appearance and safety. The position also supports the Grounds Supervisor by monitoring work quality, addressing routine issues, coordinating supplies and equipment, and serving as a point of contact for staff and the public.

### **Essential Functions/Major Responsibilities:**

- Leads and assists grounds maintenance crews in daily work activities, including landscaping, turf care, trail upkeep, and facility maintenance.
- Assigns tasks, provides on-the-job training, and ensures work is completed according to established standards and schedules.
- Performs hands-on maintenance work such as mowing, trimming, pruning, planting, irrigation repair, fertilization, and weed control.
- Inspects parks, trails, and facilities and grounds to identify maintenance needs, safety hazards, and equipment issues; report and address concerns as appropriate.
- Operates, maintains, and ensures proper use of grounds maintenance equipment, tools, and vehicles.
- Follows and promotes safe work practices and compliance with occupational health and safety regulations.
- Assists with ordering, inventorying, and organizing tools, materials, and supplies.
- Serves as a point of contact for staff and the public during assigned shifts; respond to routine questions or concerns.
- Supports the Grounds Supervisor by monitoring work quality, documenting completed tasks, and communicating work progress or issues.
- Assists with special projects, seasonal work, emergency response, and event setup as assigned.

**Secondary Functions:**

- Performs other related duties as required.

**Job Scope:**

- Provides training and leadership to other worker(s).
- Performs duties with little direction given.
- The supervisor assigns work in terms of somewhat general instructions.
- The supervisor spot-checks completed work for compliance with instructions and procedures, accuracy, and the nature and propriety of the results.
- Guidelines are generally clear and specific but may require some interpretation in application.

**Supervisory Responsibility:**

None.

**Interpersonal Contacts:**

- Interacts with team of workers, general public, and employees requesting services.
- Must be able to follow instructions from Grounds Supervisor.

**Knowledge, Skills, and Abilities:**

- Knowledge of landscaping, turf management, horticulture, and grounds maintenance practices.
- Knowledge of plant identification, plant diseases, pests, and appropriate treatments.
- Knowledge of ground maintenance equipment, tools, and materials.
- Knowledge of occupational health and safety regulations and safe work practices.
- Skill in leading and assisting work crews while performing hands-on grounds maintenance tasks.
- Skill in operating, maintaining, and troubleshooting grounds maintenance equipment.
- Skill in communicating clearly with supervisors, coworkers, and the public.
- Skill in training employees and demonstrating proper techniques and safety procedures.
- Skill in organizing work tasks, prioritizing assignments, and monitoring work quality.
- Ability to perform physically demanding work outdoors in varying weather conditions.
- Ability to identify maintenance needs, safety hazards, and equipment issues.
- Ability to follow written and verbal instructions and apply established procedures.
- Ability to work independently or as part of a team and adapt to changing priorities.
- Ability to support supervisory staff and perform related duties as required.

**Education and/or Experience:**

- High School Diploma or GED.
- Two (2) years of experience working in grounds or facilities and grounds maintenance.
- Strong work history of dependability and performance.
- Experience training and leading other workers.

**Additional Requirements:**

- Alabama Driver's license and good driving record required .

- Must maintain CDL (Commercial Driver's License) and a strong driving record for city-insurance purpose and record may be periodically checked by the City.
- Certified Playground Inspector preferred.

**Job Conditions:**

- Job requires slip resistance/steel toe footwear to be worn during work hours.

**Physical Capabilities:**

- This position's physical requirements involve medium work exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Work is performed while intermittently sitting, standing, stooping, walking, bending, or crouching.
- The employee occasionally lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.
- Must be able to drive for long periods of time.
- The employee must distinguish between shades of color.
- Must be able to work around noise, dust, dirt, germs, grease, machinery with moving parts, irritating chemicals, cleaning supplies, occasional cold or inclement weather and unsanitary conditions at times.

---

**Mayor Approval, Date**

---

**Department Head Approval, Date**