



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE: Irrigation Crew Leader
DEPARTMENT: Parks and Recreation
REPORTS TO: Parks Superintendent

LAST UPDATED: 07/21/2016
JOB CLASS:
FLSA DESIGNATION: Non-Exempt

Summary: Under general supervision of the Parks Superintendent, designs, installs, maintains, and repairs the City irrigation systems.

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:

- Coordinates routine inspections of irrigation and sprinkler systems to detect problems and maintain irrigation system.
- Programs electronic controller's computer systems to maintain water efficiency of irrigation and sprinkler systems.
- Coordinates the irrigation system for Parks and Recreation parks and facilities.
- Designs and manages the installation of sprinkler systems.
- Manages work orders, equipment and supplies necessary to complete project or work assignments.
- Maintains records and database of irrigation system plans and drawings, and documents repairs, water usage and rainfall amounts.
- Determines water usage needs based on soil and plant types.
- Maintains inventory and orders parts, supplies, materials and equipment as necessary.
- Conducts audits of water usage to monitor compliance with City and state water conservation and irrigation regulations and ordinances.
- Operates heavy equipment such as bobcats, backhoes and tractors as needed.
- Trains new employees in the proper operation, repair, and maintenance of irrigation systems.
- Reviews design drawings for irrigation systems installed in Parks, facilities, and medians,
- Inspects irrigation work performed by non-city forces doing work in City Right-of-Way.
- Ensures that assigned staff are working efficiently, are productive, and producing a high quality of work.

Other Important Duties:

- Provides technical assistance and guidance to developers, contractors and vendors on the codes, ordinances, plants and soil issues.
- Travels to work sites and to attend meetings, conferences and training.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of water conservation techniques and practices.
- Knowledge of hydraulics concepts and irrigation techniques and designs.
- Knowledge of City policies and procedures and address violations of such by assigned employees.
- Knowledge of supervisory methods and practices. Knowledge of computers and related equipment, hardware and software to program computerized controllers for irrigation and lighting systems.

- Skill in effective oral and written communications.
- Skill in designing irrigation systems.
- Skill in the installation, programming, and operation of weather-based and soil moisture-based controllers.
- Skill in planning, managing and implementing construction projects.
- Skill in effectively supervising and delegating duties to assigned staff.
- Skill in resolving customer complaints and concerns.
- Ability to promote good employee morale.

Preferred Education, Experience, and Certifications:

- High School Diploma or G.E.D., **and** two (2) years irrigation system installation, repair, or design experience; **or** equivalent combination of education and experience.
- May be required to attend 40 hours of instruction in design concepts, hydraulics, and controller programming for irrigation systems.
- May be required to obtain at least eight (8) hours of C.E.U. training for smart (ET) controllers.
- Must possess and maintain a current Texas Irrigation License.
- Must pass a pre-employment drug screen, physical agility test, criminal background check and MVR check.
- Must possess valid Texas Drivers License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in office and field environments.

Physical Demands

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.	X	Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	X
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.	X	Reaching – extending hands or arms in any direction.	X
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	X
Crouching – bending body forward by bending leg, spine.	X	Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	X
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	X
Fingering – picking, pinching, typing, working with fingers rather than hand.	X	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	X
Grasping – applying pressure to object with fingers, palm.	X	Talking 1- expressing ideas by spoken word	X
Handling – picking, holding, or working with whole hand.	X	Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	X	Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.	

Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 - color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.	X	Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	X	Visual Acuity 4 - operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	X	Visual Acuity 5 -close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	X
Pulling - use upper extremities to exert force, haul or tug.	X	Walking - on foot to accomplish tasks, long distances, or site to site.	X

Work Environment

Work performed is primarily:

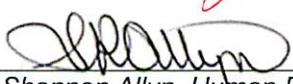
(X = Primary type of work performed)

<i>Sedentary work:</i> Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.	
<i>Light work:</i> Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.	
<i>Medium work:</i> 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.	X
<i>Heavy work:</i> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects	
<i>Very heavy work:</i> Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, other standard office equipment, cellular telephone, heavy equipment, plumbing tools, irrigation equipment, hand and power tools, and department vehicles.

Approved By:

 <hr/> Dudley Raymond, Assistant Director – Parks Operations	<hr/> 07/25/2016 Date
 <hr/> Shannon Allyn, Human Resources Generalist	<hr/> 07/25/2016 Date