

KNOWLEDGE, SKILLS AND ABILITIES CHECKLIST

CLASS TITLE: PARKS AREA CREW LEADER

Form Instructions:

1. List the Knowledge, Skills and Abilities (KSAs) from the most recent version of the Job Description.
2. The KSAs are important to successful job performance. These must be evaluated in terms of overall degree of importance and percent of time such KSAs are used in accomplishing essential job functions.
3. Use the following criteria to represent the Degree of Importance:
 - a. MINOR - The skill area is used 5% or less of the time.
 - b. MODERATE – The skill area is used between 6-14% of the time.
 - c. MAJOR – The skill area is used 15% or more of the time.
 - d. ALWAYS – The skill area is used to successfully perform all or nearly all aspects of the position.
4. KSAs containing asterisks (***) may be subject to testing through the Civil Service Commission.

Knowledge, Skills and Abilities (KSA) Essential to perform this job	Degree of Importance
Thorough knowledge of park maintenance procedures, safety protocols, tools, automated irrigation systems, maintenance equipment, heavy equipment and playground equipment.	MAJOR
Working knowledge of the care, propagation, cultivation and cultural practices of plants, trees, shrubs, native and bluegrass turfs.	MAJOR
Skill and ability to effectively supervise, train, evaluate, lead individuals and groups.	MAJOR
Ability to work well as a team member and ability to demonstrate strong interpersonal skills.	ALWAYS
Ability to work successfully with and provide good customer service to supervisors, administrative staff, recreation staff, other city employees, the general public, and other agencies and organizations.	MAJOR
Ability to utilize independent judgment for daily operations, take initiative and exercise significant discretion.	ALWAYS
Skill and ability to successfully perform the essential duties of subordinate classifications.	MAJOR
Ability to communicate effectively both orally and in writing with various audiences.	MAJOR
Ability to manage time, human and physical resources effectively.	MAJOR
Skill and ability to learn the laws, regulations and methods of pesticide application.	MODERATE
Skill in the safe and lawful operation of a motor vehicle.	ALWAYS

Ability to use standard office equipment, computer equipment and software including word processing, data base management, spread sheet applications and electronic mail.	MAJOR
Ability to prepare written and statistical reports.	MAJOR
Ability to create and maintain an accurate inventory of park equipment, supplies and materials; and	MAJOR
Ability to perform all the job duties in a safe and responsible manner.	ALWAYS

In my judgment, the knowledge, skills, and abilities shown on this checklist reasonably match the knowledge, skills, and abilities of this position.

Director Name: Steven Meier Title: Director of Parks and Recreation

Signature:  Date: 3/5/19

HR Representative: Belinda Kimball Title: HR Analyst

Signature: Belinda Kimball Date: 03/05/19