

PARK MAINTENANCE WORKER I/II/III

DEFINITION

Under general supervision of the Parks and Recreation Director, performs a variety of duties in maintaining and repairing park recreation facilities, city buildings, city grounds, swimming pools and other work as required.

DISTINGUISHING CHARACTERISTICS

Under varying levels of supervision, performs maintenance and repair of City facilities, roads, parks, grounds, plantings, streets, trees, recreation areas and performs other related work as required. Positions in this class are distinguished from the Maintenance Worker series by having primary responsibility for the care and maintenance of the City's parks and recreation facilities, as opposed to the Maintenance Worker series which focuses on roads, sewers and water facilities.

EXAMPLES OF DUTIES *This classification specification is intended to present a descriptive list of the range of duties performed by employees in a classification. Class specifications are not intended to reflect all duties performed within the job. Depending on department and/or area of assignment, duties may include, but are not limited to, the following:*

Essential Duties:

- May be assigned to varying work schedules and weekend work.
- Plants, waters, mows, weeds, edges, trims, renovates and fertilizes turfs; maintains and installs irrigation systems; participates in weed and pest control programs.
- Loads and unloads trucks of refuse, trimmings, soil, sand, rock, etc.
- Cleans, and maintains athletic facilities, playgrounds, swimming pool, restrooms and buildings; cleans walks, fields, courts and other facilities.
- Performs basic maintenance work in keeping equipment, tools and other supplies in proper condition.
- Replaces broken and worn parts, paints and performs other maintenance and repair work on buildings, Public Works, Parks and Recreation equipment.
- Removes, installs, and constructs park and recreation facilities and equipment.
- Participates in removing, topping, pruning and trimming trees and uses hand and power saws and other equipment to cut up branches and remove tree trimmings and stumps.

- Performs and assists in the maintenance of the water and facility equipment and facilities.
- Maintains/repairs storm ponds.
- Assists with flushing of water distribution system and cleaning of sewer pipelines with a combination sewer truck.
- Performs a variety of shop work incidental to assigned maintenance activity.
- May be required to operate and maintain any or all of the following power equipment: front loader, backhoe, tractors with or without attachments, jackhammer, compressor, fork lift, mower, weed eater, auger, high pressure washer, steam cleaner, portable pumps, generators or sand blasting machine.
- Builds forms, mixes and pours new concrete for sidewalks, curbs, foundations and other similar projects as needed.
- Learn confined space awareness & entry methods and enter or assist in entry for various maintenance projects in confined spaces.
- Operates all hand tools required for the work including: shovels, rakes, picks, hoes, wrenches, drills and saws.
- Establish and maintain cooperation and working relations with those contacted in the course of work.
- Promote customer service focus in public relations.

Level II – in addition to duties listed above:

- May provide on-the-job orientation and training to Level I, seasonal or part-time employees assigned to assist in completion of assigned functions, tasks and duties.
- Operate, use and maintain heavy equipment such as a, backhoe, tractor, and aerial lift at a more complicated and skilled level.
- Works at a higher level of efficiency and quality than at Level I.

Level III – in addition to duties listed above:

- Knowledge of applicable standards, codes and regulations.
- Inspects and adjusts equipment before start of work.
- May provide lead direction and coordinate the work of others.
- Collects field data for use by supervisors.

- Prepare department memos and reports as needed.
- Evaluate problems and recommend solutions.
- Maintains inventory of all equipment including tools, traffic control equipment, spare parts, signs, water meter tracking, vehicle maintenance needs and other related items.
- May be required to operate and maintain any or all of the following power equipment: front loader, backhoe, tractors with or without attachments, jackhammer, compressor, fork lift, mower, weed eater (line trimmer), auger, high pressure washer, steam cleaner, portable pumps, generators or sand blasting machine.
- Required to be on standby on a rotating basis to ensure continuity of operations during evening, nights, weekends and holidays. Must be able to respond within 20 minutes.

MINIMUM QUALIFICATIONS

Knowledge of:

- Safe use, purpose and maintenance of hand and power tools and power equipment used in the execution of assigned duties.
- Hand and power tool operations.
- Personal computers; applications of word processing, excel, and other related computer programs.
- Landscape maintenance materials and horticulture methods, terminology and tools.
- Swimming pool materials, maintenance, terminology and practices.
- General knowledge regarding the use, purpose, care and the hazards associated with certain chemicals used in the water field.
- General construction and maintenance materials, methods and terminology.
- Basic carpentry, plumbing, heating, electrical and mechanical systems.

Ability to:

- Maintain mechanical, plumbing and electrical systems.
- Safely drive and operate vehicles and equipment.

- Establish and maintain effective working relationships with those contacted in the course of the work.
- Make basic arithmetical calculations quickly and accurately.
- Understand and follow oral and written instructions; work independently in the absence of supervision.
- Communicate effectively, both orally and in writing.
- Analyze problems and generate alternatives.
- Demonstrate a high level of integrity.
- Meet the physical, mental and environmental demands of the job.
- Exercise sound independent judgment as appropriate.
- Accept the input of supervisors and co-workers as well as provide input and be a genuine team player.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Work at moderate heights of at least 50 feet.
- Safely drive and operate vehicles and equipment.
- Perform heavy physical labor including lifting and moving objects weighing up to 50 lbs, and up to 75 lbs. with assistance.
- Operate under deadlines
- Learn and perform horticultural gardening and landscaping skills and tasks at a level required by the City.

EDUCATION AND EXPERIENCE

Level I: Completion of formal or informal education sufficient to read and write at a level required for successful job performance. This is the entry level for the Park Maintenance Worker series. Incumbents work under immediate supervision and receive detailed instructions and training on assignments. Through these assignments, an incumbent is expected to obtain skills and knowledge necessary to advance to Level II. Work is reviewed frequently to ensure compliance with expected results.

Level II: Completion of formal or informal education sufficient to read and write at a level required for successful job performance; and 2 years of recent work experience in the construction trades or landscape maintenance; or one year of experience at a level

equivalent to Park Maintenance Worker I with the City of Live Oak. This is the journey level for the series. Incumbents work within an established framework of set procedures in performing assigned tasks and are expected to perform a variety of journey-level activities with minimal instruction. Work is normally reviewed only on completion and for overall results.

Level III: Completion of formal or informal education sufficient to read and write at a level required for successful job performance; and 3 years of recent work experience in Parks Maintenance work relating to work experience in landscape maintenance, 2 years of which must have been in a public park or large private park maintenance program including at least one year of experience at a level equivalent to Park Maintenance Worker II with the City of Live Oak. This level represents the highest level in the series. Incumbents are expected to perform tasks with limited supervision, assigned technically advanced duties and may be assigned the responsibility for field direction of assigned crews. Incumbents are expected to know the work functions, act independently, and advise supervisors of needed work and approximate time and materials needed to complete the work. Incumbents are expected to have proven skills in the operation of all assigned equipment.

LICENSES AND CERTIFICATES

Level I: Possession of a valid California Class C driver's license. Possession of a safe driving record per the City's driving standards and policies.

Level II: At time of hire or promotion from Park Maintenance Worker I, must possess a California Class B driver's license with Airbrake and Tanker endorsements. Incumbents must also successfully complete specialized training and certification in Pool Maintenance and Pesticide/Herbicide Training.

Level III: At time of hire or promotion from Park Maintenance Worker II, must possess a California Class B driver's license with Airbrake and tanker endorsement. Must possess a California D-2 Water Distribution Certification, and successfully complete specialized training in Pool Maintenance, Pesticide/Herbicide, and Work Zone Traffic Control Safety.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Working conditions in the office are clean, well lit and free from extremes of temperature and humidity. Working conditions in the field are subject to variations in temperature, and may include wind and rain, and other elements. Requires ability to work safely out-of-doors in all weather, lift and carry equipment alone frequently weighing up to 50 lbs., and up to 75 lbs. with assistance, stand and walk for extended period, climb, bend and stoop, grasp and hold objects or tools with full range of motion in wrists and arms, work on slippery and uneven surfaces, and hearing capacity sufficient to understand conversations. Climb stairs while carrying up to 50 pounds. Also includes exposure to chemicals, biohazards, electrical shock, drowning, heights, confined spaces, weather exposure, trip/fall hazards, power tools and wild animals. Reasonable accommodations will be made for some physical demands for otherwise qualified individuals who require and request such accommodations.