



Position Description

**PARKS MAINTENANCE WORKER /**

**GENERAL PURPOSE**

Under the direct supervision of the Parks Field Supervisor, performs a variety of semi-skilled and/or skilled tasks in maintenance and landscape work for city parks and facilities and operates equipment in the construction, operation, repair, maintenance, and replacement of City parks, street trees, street median landscaping, buildings and facilities. Performs other related duties as assigned.

**SUPERVISION RECEIVED**

**Parks Maintenance Worker** - Receives immediate supervision the Parks Field Supervisor progressing to general supervision over time with training and demonstrate work performance. Also receives general direction from the Lead Maintenance Worker.

**Parks Maintenance Worker** - Receives general level supervision from the Parks Field Supervisor. Also receives general direction from the Lead Maintenance Worker.

**SUPERVISION EXERCISED**

**Parks Maintenance Worker** - Generally no direct supervision. May provide technical or informational guidance on a project basis.

**Parks Maintenance Worker** - Task assignments may require that the II level position provides technical supervision to Parks Maintenance Worker I personnel.

**DISTINGUISHING CHARACTERISTICS**

**Park Maintenance Worker** - This is the entry level to journey level class in the Parks Maintenance Worker series. Positions in this class usually perform most of the duties required of Maintenance Worker II's but are not expected to function at the same skill level and usually exercise less independent direction and judgment on matters related to work procedures and methods. Generally, changes in procedures or exceptions are explained in detail as they arise. Under the flexible staffing concept, positions assigned to the Maintenance Worker I class may reasonably expect to progress to the II level with training, experience, and continued demonstration of satisfactory job performance.

**Parks Maintenance Worker** - This is the journey level to advanced level class in the Parks Maintenance Worker series. Positions within this class are normally filled by

advancement from the Maintenance Worker I class, or when filled from the outside, requires prior experience in the construction and maintenance of parks and facilities, knowledge of horticultural principles and practices including installation and maintenance of landscaping, sprinkler systems, and /or arboricultural principles and practices. Appointment at the II level requires that the employee perform substantially the full range of duties for the class and meet the qualification standards for the class. All positions assigned to this class require the ability to work independently exercising judgment and initiative. Duties will normally require the ability to operate a full range of mechanical equipment related to the specific functional assignment.

### **EXAMPLES OF DUTIES (Illustrative Only)**

Inspects and/or repairs play equipment at frequent intervals to insure that all aspects of the equipment are safe and functioning safely.

Maintains a variety of records relating to inspections, maintenance activity, materials supply, consumption, etc.

Determines and marks the locations of irrigation system wiring and water lines from the appropriate sources prior to excavation.

Responds to complaints regarding functional areas such as tree conditions, ball field conditions, irrigation system problems, park, building and ball field lighting, water leaks, parks facilities problems; evaluates situation; explains findings to supervisor.

Assists on the tree crew during seasonal tree projects.

Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

Safely operates vehicles of various sizes and weights in the loading, hauling and unloading of various equipment, soil and sand, performing tree work, and other job functions.

Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.

Performs all duties in conformance to appropriate safety and security standards.

Performs required labor involved in construction and maintenance projects as part of an irrigation crew, including, laying pipe, trenching and backfilling. Maintains ball fields including original layouts such as installation and leveling of surfaces; base positioning and installation; layout of all field markings.

Prunes trees and shrubs in conformance with established professional practices and safe working methods.

Safely operates a variety of power construction and maintenance equipment used in parks maintenance operations.

### **PERIPHERAL DUTIES**

Serves on various employee or other committees as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities including: hazards associated with the work and proper safety precautions; traffic laws, ordinances, and rules involved in truck and heavy equipment operations; purposes and uses of a variety of vehicles, equipment, power tools and hand tools including motorized, pneumatic, and hydraulic equipment; standards relating to installation, location and required maintenance of street trees; properties of ball field materials, construction materials, paints, and a variety of other materials used in maintenance work; equipment, methods, and materials used in the installation, repair, maintenance, and cleaning of parks and city facilities, preparation and operation of spray painting equipment; methods of installing and maintaining play equipment; and safe use of pesticides.

#### **Skill in:**

Operation of the listed tools and equipment.

#### **Ability to:**

Perform skilled maintenance, construction, and repair work in the area of work assigned; perform heavy manual tasks; work safely and adhere to established safety principles and practices; communicate effectively verbally and in writing; establish and maintain effective working relationships with employees, other departments and the public; work effectively in the absence of close supervision; operate a variety of vehicles and equipment in a safe and effective manner; read and interpret basic maps and diagrams; understand and carry out written and oral instructions.

#### **Education and Experience:**

##### **Parks Maintenance Worker I:**

Graduation from high school education or GED equivalent, and

##### **Parks Maintenance Worker II:**

Graduation from high school education or GED equivalent, and a minimum of two (2) years parks maintenance work experience.

### **SPECIAL REQUIREMENT**

Valid California driver's license. Possession of or ability to obtain and maintain a valid Class "B" Commercial Drivers license by completion of probationary period when assigned to certain positions.

### **TOOLS/EQUIPMENT USED**

Pick up, utility van, tanker, aerial, and/or dump trucks; wheel loader and tractors; traffic control devices; various hand and power tools used in parks and facilities maintenance; telephone, radio, and personal computer.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand; talk, and hear; walk; sit; climb or balance, stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee may be required to work night, early morning, or weekend hours dependent on workload factors in addition to normally scheduled work hours.

The noise level in the work environment can be loud.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change-in accordance with applicable MOU provisions.

Resolution Number: 2009-94

Effective Date: August 25, 2009

Revision History: