



Parks & Facilities Maintenance Worker I/II

Agency/Department: Recreation & Parks

Reports to: Administrative Manager
Supervises: N/A

JOB SUMMARY:

Performs a variety of semi-skilled and/or skilled tasks in maintenance and landscape work for District parks and beach facilities and operates equipment in the construction, operation, repair, maintenance, and repair of District parks and beaches, landscaping, buildings, and facilities. Performs other related duties as assigned.

SUPERVISION RECEIVED/EXERCISED

Parks & Facilities Maintenance Worker I – Receives immediate supervision from the Administrative Manager; and technical and functional supervision from the Lead Parks Maintenance Worker and Lead Facility & Beach Maintenance Worker and Parks & Facilities Maintenance Worker II.

Parks & Facilities Maintenance Worker II – Receives general supervision from the Administrative Manager; and technical and functional supervision from the Lead Parks Maintenance Worker and Lead Facility & Beach Maintenance Worker.

DISTINGUISHING CHARACTERISTICS:

Parks & Facilities Maintenance Worker I – This is the entry level class in the Parks & Facilities Maintenance Worker series. Positions in this class usually perform most of the duties required of the Maintenance Worker II 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.

Parks & Facilities Maintenance Worker II – This is an advanced employment class in the Parks & Facilities Maintenance Worker series. Positions within this class are normally filled by advancement from the Maintenance Worker I class, or filled from the outside. Maintenance Worker II 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 be performing 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 ESSENTIAL DUTIES:

- Inspects and/or repairs play equipment at frequent intervals to insure that all aspects of the equipment are safe, according to *Playground Safety Guidelines* and functioning properly.
- Maintains a variety of records relating to inspections, maintenance activity, materials supply, inventory, 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, ballfield conditions, irrigation system problems, park, building and ballfield lighting, water leaks, parks facilities problems; evaluates situation; explains findings to supervisor.
- Contacts residents, resolves problems where they occur and represents the District in a positive manner.
- Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- Safely operates vehicles and landscape equipment around the public in the performance of routine and skilled labor in the field and in facilities.
- 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 athletic 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.
- May serve on employee committees as assigned.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Any combinations of the below which provides the required: education, experience, knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:

EDUCATION AND EXPERIENCE:

- A. Graduation from a high school or GED equivalent and,
- B. Any equivalent combination of education and experience.

DESIRED KNOWLEDGE, SKILLS, ABILITIES:

- Some 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 athletic 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 District facilities, preparation and operation of spray painting equipment; methods of installing and maintaining play equipment; and
- Skill in operation of the listed tools and equipment.
- Knowledge of the safe use of pesticides, principles of landscape and facilities maintenance.
- Ability to perform semi –skilled and 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; to communicate effectively verbally and in writing; to establish and maintain effective working relationships with employees, other departments and the public; to work effectively in the absence of close supervision; to operate a variety of vehicles and equipment in a safe and effective manner; to read and interpret basic maps and diagrams; to understand and carry out written and oral instructions.

LICENSES REQUIRED:

Possession of a valid driver's license along with a driving record acceptable to the District and the District's insurance carrier.

TOOLS AND EQUIPMENT USED:

Hand tools such as those used for raking, digging, pruning, leveling, preparing of athletic fields, repair of irrigation systems; custodial tools such as brooms, mops, toilet plungers; landscape equipment consisting of large mowers, small tractors, field groomer, snow blower and groomer; ability to back a small equipment trailer; basic construction type of tools such as hammers, saws, tape measures, carpenter square.

Lesser use of personal computer, word processing, phone, calculator, copy machine.

PHYSICAL AND MENTAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with Americans with Disabilities Act (ADA) requirements. On a case-by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is frequently required to sit and talk or hear; frequently lift, carry, drag and push objects of varying shapes and sizes, bend, twist, The employee is occasionally required to climb or balance, use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must regularly lift and/or move 15-35 pounds and occasionally up to 50 lbs. Specific vision abilities required by this job include close vision 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. 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 occasionally exposed to dust, noise, pollens, and fumes, weather extremes, and biological wastes.

FLSA Exemption status: Non-exempt, Classified

Employee Unit: General Unit

Job Family: Parks & Recreation

Class Progression: Parks & Facilities Maintenance Worker I
Parks & Facilities Maintenance Worker II
Lead Parks Maintenance Worker & Lead Facility & Beach Maintenance Worker

Date of Last Revision: _____ 2/8/2006 _____

Date Approved: _____ 12/8/15 _____

Approved By: _____ Signed by Duane Whitelaw _____

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