



Parks and Facilities Maintenance Worker I/II

DEFINITION:

Under immediate (Parks and Facilities Maintenance Worker I) to general (Parks and Facilities Maintenance Worker II) supervision, performs a variety of semi-skilled and/or skilled maintenance, landscape, and operational support work for District parks, beach facilities and the North Tahoe Event Center; maintains athletics fields and grounds; and performs routine facilities maintenance.

SUPERVISION RECEIVED AND EXERCISED:

Receives immediate (Parks and Facilities Maintenance Worker I) to general (Parks and Facilities Maintenance Worker II) supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS:

Parks and Facilities Maintenance Worker I: This is the entry-level classification in the Parks and Facilities Maintenance worker series. Initially under close supervision, incumbents perform the ongoing tasks needed for the routine maintenance, repair and operational support of the District's parks and facilities. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Parks and Facilities Maintenance Worker II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained as they arise.

Parks and Facilities Maintenance Worker II: This is the fully qualified journey-level classification in the Parks and Facilities Maintenance worker series. Positions at this level are distinguished from the Parks and Facilities Maintenance Worker I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Parks and Facilities Maintenance Worker I/II class series are flexibly staffed; positions at the Parks and Facilities Maintenance Worker II level are normally filled by advancement from the Parks and Facilities Maintenance Worker I level; progression to the Parks and Facilities Maintenance Worker II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; and (iii) the incumbent meeting the minimum qualifications for the classification.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only):

Reasonable accommodations may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions of the job.

Positions at the Parks and Facilities Maintenance Worker I level may perform some of these duties and responsibilities in a learning capacity.

- Maintains athletic fields including original layouts such as installation and leveling of surfaces; base positioning and installation; layout of all field markings.
- Sets up and tears down rooms at the North Tahoe Event Center for meetings, recreation activities, conferences and special events.
- Maintains landscape areas throughout District facilities; prunes trees and shrubs in conformance with established professional practices and safe working methods.
- Rakes leaves and clears debris from walkways, fields, and other facilities.
- Opens parks and restrooms daily; cleans and maintains restrooms; Picks up trash and empties trash barrels.
- Performs ongoing maintenance on the North Tahoe Event Center facility including carpet care, tile floor care, restroom cleaning, kitchen cleaning and exterior building cleanup.
- Assists with training of seasonal and part-time workers assigned to job sites.
- Inspects, maintains, removes, and installs playground equipment, picnic tables, and related parks equipment and facilities; paints park buildings and other facilities.
- 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, and lighting issues throughout parks and facilities.
- Responds to customer concerns, resolves problems where possible 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.
- Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs; 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.
- Assists with maintaining records, files, reports, work orders relating to inspections and maintenance including daily work order tracking logs.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Any Combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:

EDUCATION AND EXPERIENCE:

Parks and Facilities Maintenance Worker I/II – Equivalent to completion of the twelfth (12th) grade,

Parks and Facilities Maintenance Worker I – One (1) year of experience performing facilities and parks maintenance duties is desirable.

Parks and Facilities Maintenance Worker II –Three (3) years of experience performing facilities and parks maintenance duties, or two (2) years as a District Parks & Facilities Maintenance Worker I with demonstrated ability and knowledge.

Positions at the Parks and Facilities Maintenance Worker I level may exercise some of these knowledge and abilities statements in a learning capacity.

KNOWLEDGE OF:

- Operations and services within a parks and facilities maintenance program.
- Basic landscaping maintenance methods including irrigation system repair.
- Basic knowledge of equipment typically found in a commercial kitchen or an event center including; plumbing, HVAC, fire suppression, lighting, audio visual and electrical systems.
- Purposes, skills, and uses of a variety of vehicles, equipment, power tools and hand tools including motorized, pneumatic, and hydraulic equipment.
- Purposes, skills and uses of a variety of specialized equipment used in an event center setting and required for the maintenance of interior site amenities and exterior of the facility.
- 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.
- Basic mathematics.
- Record-keeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

ABILITY TO:

- Perform maintenance, construction, and repair work in support of the District's parks and facilities and buildings.
- Lay out and maintain athletic fields.
- Maintain playground equipment in a safe operating condition.
- Maintain landscaped areas within the District's parks and grounds.
- Perform heavy manual tasks while adhering to established safety principles and practices.
- Operate a variety of vehicles and equipment in a safe and effective manner.
- Read and interpret basic maps and blueprints.
- Maintain accurate records and prepare appropriate reports.
- Make accurate arithmetic computations.
- Organize own work, set priorities, and meet critical time deadlines.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

LICENSES AND CERTIFICATIONS:

Parks and Facilities Maintenance Worker I and II

- 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:

Motorized vehicles such as bobcat, tractors and fork lifts; light and heavy-duty tools and equipment such as snowblowers and infield maintainers; hand and power tools such as skill saw, table saw, pressure washers, ladders, telephones, cell phones, two-way radio; personal computers, word processing, and other office support systems and various related power tools used in parks maintenance, data gathering, and/or record keeping.

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 this job in compliance with the Americans with Disabilities Act (ADA) requirements. Reasonable accommodations may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; possible entry into confined workspaces, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight up to 60 pounds to a maximum of 100 pounds, all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS:

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, vermin, insects, and parasites, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.