

CITY OF CLEARLAKE

PARKS MAINTENANCE WORKER I/II

DEFINITION

Under immediate supervision (Parks Maintenance Worker I) or general supervision (Parks Maintenance Worker II), Under direct supervision, assists with performing a variety of semiskilled, skilled, and physical labor duties in the maintenance, repair and cleanup of City parks, landscaped areas, and recreational facilities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Parks Maintenance Worker I - This is the entry and first working level in the Parks Maintenance Worker series. Incumbents learn and perform a variety of duties in the maintenance, repair, and cleanup of City parks, landscaped areas, recreational facilities, and related machinery and equipment. Incumbents assist with the more skilled assignments under direct guidance.

Positions in the Parks Maintenance Worker series are flexibly staffed. Incumbents may advance to the higher classifications after gaining the knowledge, skill, experience, licenses, and certifications which meet the qualifications for and demonstrating the ability to perform the work of the higher-level class.

Parks Maintenance Worker II - This is the journey level in the Parks Maintenance Worker series. Incumbents perform a variety of duties in the maintenance, repair, and cleanup of City parks, landscaped areas, recreational facilities, and related machinery and equipment. Incumbents assist with the more skilled assignments under direct guidance.

The Parks Maintenance Worker II level is distinguished from the Parks Maintenance Worker I in that incumbents perform a broader range of semi-skilled and skilled maintenance assignments on a more independent basis.

This class is further distinguished from Parks Foreman, in that the latter is the advanced working level classification and exercises considerable independent judgment, selecting methods and procedures for work completion.

SUPERVISION RECEIVED AND EXERCISED

Parks Maintenance Worker I

Receives direct supervision from the Parks Foreman or Parks Maintenance Worker II. Exercises no supervision over staff. May provide lead direction, work coordination, and training to extra help employees, and on-the-job trainees, as assigned.

Parks Maintenance Worker II

Receives direct supervision from the Parks Foreman. Exercises no supervision over staff. May provide lead direction, work coordination, and training for extra help employees, and on-the-job trainees, as assigned.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Class specifications are intended to present a descriptive list of the scope of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

Assists with performing a variety of general maintenance and semi-skilled work in the maintenance, repair, and cleanup of City parks, landscaped areas, recreational facilities, boat launching facilities, and associated equipment.

Assists with and performs duties such as mowing, watering, and maintaining lawns and shrubs.

Operates hand tools, power equipment, and vehicles.

Learns to and maintains equipment used during the course of work.

Cleans and disinfects restrooms.

Performs general janitorial duties such as cleaning toilets, fixtures, floors, and stocking supplies.

Empties trash receptacles.

Cleans walkways, parking lots, and other areas of trash.

Plants, waters, cultivates, weeds, prunes, and fertilizes trees, shrubbery, flowers, and lawns.

Performs biohazard cleanup.

Interacts with park patrons, the homeless, and law enforcement.

Deals with animals, both living and deceased.

Observes and reports needed repairs.

Sweeps and rakes grounds.

Learns to install, maintain, and repair sprinkler systems.

Clears debris and performs storm damage cleanup.

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Learns to perform routine maintenance and repair duties on equipment.

Loads, rakes, and shovels grass clippings.

Performs general plumbing and maintenance activities.

Learns to operate power tools such as chain saws.

Replenishes supplies.

Requisitions supplies as needed.

Learns to mix fertilizers, herbicides, and soil nutrients.

Builds and repairs trails.

Assists in weed and vegetation abatement.

Assists with tree trimming and removal.

May provide lead direction, work coordination, and training, as assigned.

Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Parks Maintenance Worker I

Knowledge of:

Basic knowledge of practices, tools, equipment, and materials used in the care and maintenance of parks, forests, grounds, and recreation facilities.

General groundskeeping and landscape maintenance methods and procedures.

Basic hand tools and equipment used in routine groundskeeping work.

Safe work practices.

Principles of lead direction, work coordination, and training.

Boom truck operations for tree trimming.

Written and oral communications skills.

Proper English spelling, grammar, and punctuation.

Computers and software programs (e.g., Microsoft software applications) to conduct research, assess information, and/or prepare documentation.

Principles and techniques for working with groups and fostering effective team interaction.

Ability to:

Learn and perform a variety of general maintenance and semi-skilled work in the maintenance and repair of parks, grounds, and recreation facilities.

Perform heavy physical work.

Use power tools.

Learn to perform park care and landscape maintenance assignments.

Learn to install and maintain sprinkler systems.

Learn to recognize and locate conditions requiring maintenance and repair.

Learn to use and care for hand and power tools used in park care and maintenance work.

Learn to estimate time and materials for maintenance assignments.

Effectively provide training to less experienced staff.

Provide lead direction, work coordination, and training, as assigned.

Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.

Communicate clearly and concisely, both orally and in writing.

Utilize a computer, relevant software applications, and/or other equipment as assigned to perform a variety of work tasks.

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

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Experience:

Previous work experience in parks and/or ground maintenance work is highly desirable.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

License or Certificate:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and lift 75 lbs.; exposure to cold, heat, noise, outdoors, confining work space, electrical hazards, vibration, chemicals, dust, and mechanical hazards; availability for on call work.

Parks Maintenance Worker II

EXAMPLES OF ESSENTIAL DUTIES

Class specifications are intended to present a descriptive list of the scope of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

Performs a variety of general maintenance and semi-skilled work in the maintenance, repair, and cleanup of City parks, landscaped areas, recreational facilities, boat launching facilities, and associated equipment.

Performs duties such as mowing, watering, and maintaining lawns and shrubs.

Plants, waters, cultivates, weeds, prunes, and fertilizes trees, shrubbery, flowers, and lawns.

Performs general janitorial work.

Cleans and disinfects restrooms.

Observes and reports needed repairs.

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Replenishes supplies.

Requisitions supplies as needed.

Performs routine maintenance and repair duties on equipment.

Loads, rakes, and shovels grass clippings.

Sweeps and rakes grounds.

Empties trash receptacles.

Installs, maintains, and repairs sprinkler systems, wells, and water pumps.

Operates hand tools, power equipment, and vehicles.

Performs a variety of building and facilities maintenance, including the repair of light and plumbing fixtures, painting, and related equipment.

Operates boom truck for tree trimming and light bulb replacement.

Performs biohazard cleanup.

Interacts with park patrons, the homeless, and law enforcement.

Deals with animals, both living and deceased.

Clears debris and performs storm damage cleanup.

Mixes fertilizers, herbicides, and soil nutrients.

Operates power tools such as chain saws.

Maintains equipment used during the course of work.

May provide lead direction, work coordination, and training, as assigned.

Performs related duties as assigned.

Knowledge of:

Practices, tools, equipment, and materials used in the care and maintenance of parks, grounds, and recreation facilities.

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Methods of new and retrofit construction.

General groundskeeping and landscape maintenance methods and procedures.

Basic hand tools and equipment used in routine groundskeeping work.

Safe work practices.

Safe driving practices and the California Vehicle Code relating to the operation of motor vehicles.

Methods of sprinkler system maintenance and repair.

Methods of applying herbicides.

Principles of lead direction, work coordination, and training.

Customer service principles and techniques.

Written and oral communications skills.

Proper English spelling, grammar, and punctuation.

Computers and software programs (e.g., Microsoft software applications) to conduct research, assess information, and/or prepare documentation.

Principles and techniques for working with groups and fostering effective team interaction.

Ability to:

Perform a variety of general maintenance and semi-skilled work in the maintenance and repair of parks, grounds, and recreation facilities.

Perform heavy physical work.

Maintain and make basic repairs to equipment.

Maintain basic records.

Install and maintain sprinkler systems.

Recognize and locate conditions, which require maintenance and repair.

Use and care for hand and power tools used in park care and maintenance work.

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Estimate time and materials for maintenance assignments.

Make basic mathematical calculations.

Effectively provide training to less experienced staff.

Provide lead direction, work coordination, and training, as assigned.

Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.

Communicate effectively both orally and in writing.

Utilize a computer, relevant software applications, and/or other equipment as assigned to perform a variety of work tasks.

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

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

Experience:

One (1) year of full-time experience in parks and/or ground maintenance work comparable to that of a Parks Maintenance Worker I with the City of Clearlake.

License and Certifications:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and lift 75 lbs.; exposure to cold, heat, noise, outdoors, confining work space, electrical hazards, vibration, chemicals, dust, and mechanical hazards; availability for on call work.