



Parks Maintenance Operator I Parks Maintenance Operator II

DEFINITION

Under general supervision (Parks Maintenance Operator I) or direction (Parks Maintenance Operator II), perform a variety of unskilled and semi-skilled manual labor in the construction and maintenance of parks, cemetery, recreational facilities, landscaping, buildings, and other municipal facilities; and drive trucks and operate light equipment.

DISTINGUISHING CHARACTERISTICS

Parks Maintenance Operator I - This is the entry level in the class series. Positions at this level usually perform most of the duties required of the positions at the 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 in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Parks Maintenance Operator II - This is the full journey level in the class series. Positions at this level are distinguished from the 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 this class series are flexibly staffed and positions at the II level are normally filled by advancement from the I level requiring three years of experience and successful performance. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the II level.

SUPERVISION RECEIVED

Reports to the Parks, Facilities, and Project Manager, Recreation Supervisor, or the Parks Maintenance Crew Leader.

SUPERVISION EXERCISED

May exercise technical and functional supervision over part time seasonal staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Operate various types of light equipment and trucks through 2.5 ton capacity; operate the full range of grounds maintenance vehicles and equipment including mowers, edgers, blowers, tractors, loaders, and hand and power tools; maintain tools and equipment and perform preventive maintenance on equipment.

Identify maintenance needs and safety hazards; report needs to appropriate staff; observe safety precautions while operating large vehicles and equipment.

Maintain grounds in parks and around public buildings including mowing, watering, weed cutting, snow removal, planting, spraying, and other related activities.

Assist in the removal of fallen trees, stumps, fallen limbs, and related debris resulting from storm damage and general conditions; install and remove snow fences.

Make park signs; prepare and maintain ball fields; water playing areas; place sod; participate in the maintenance of park and recreation facilities; assist in pest control measures.

Measure, mix, and apply chemicals to trees, shrubs, and grass to control weeds, insects, and plant diseases.

Maintain cemetery, park, and recreation facilities; install, maintain, and repair play equipment, picnic tables, and other related parks equipment and facilities; trim and prune bushes, trees, and shrubs to provide clearance of sidewalks, signs, and lights; ensure the continued health of plants.

Perform a full range of duties in support of the cemetery including digging of graves, setup for funerals, closing graves, defrosting graves in winter, snow removal, and disinterments.

Deal courteously and tactfully with the public in response to inquiries and complaints; provide information regarding rules and regulations of the parks and other facilities.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

ESSENTIAL JOB RELATED QUALIFICATIONS

Parks Maintenance Operator I

Knowledge of:

Basic methods, techniques, and tools used in the construction and maintenance of parks, landscaped areas, and related facilities.

Uses, purposes, and operating characteristics of basic parks maintenance tools and equipment.

Occupational hazards and necessary precautions applicable to parks maintenance work.

Safe driving principles and practices.

Skill to:

Learn to operate a variety of mechanical equipment and hand and power tools including trucks, mowers, edgers, blowers, tractors, and loaders in a safe and effective manner.

Perform heavy manual labor for extended periods of time in all types of weather.

Operate a motor vehicle safely.

Ability to:

Learn City policies, procedures, and codes related to parks maintenance.

Learn pertinent federal, state, and local laws, codes, and regulations.

Learn plant and animal pests that are harmful to plants.

Learn chemical pesticides and herbicides and their use.

Learn the operating characteristics of and repair principles used on irrigation systems.

Learn the watering requirements for lawns, trees, plants, and various types of soil.

Perform park maintenance, landscaping, reconstruction, and repair work.

Perform minor or routine maintenance and repair of recreation equipment.

Deal tactfully with the public.

Understand and follow oral and written directions.

Communicate clearly and concisely, both orally and in writing.

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

MINIMUM QUALIFICATIONS

Experience:

One year of grounds maintenance, construction, and repair experience is desirable.

Training:

Equivalent to a high school diploma.

License or Certificate:

Possession of, or ability to obtain, First Aid and CPR Certificates within one year.

Possession of, or ability to obtain, a commercial driver's license within six months of hire.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment:

Ability to sit, stand, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and lift up to 75 lbs.; exposure to noise, outdoors, chemicals, dust, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Parks Maintenance Operator II

In addition to the qualifications for Parks Maintenance Operator I:

Knowledge of:

Methods, techniques, and tools used in the construction and maintenance of parks, landscaped areas, and related facilities.

Uses, purposes, and operating characteristics of general construction tools and equipment.

Pertinent federal, state, and local laws, codes, and regulations.

Plant and animal pests that are harmful to plants.

Chemical pesticides and herbicides and their use.

Operating characteristics of and repair principles used on irrigation systems.

Watering requirements for lawns, trees, plants, and various types of soil.

City policies, procedures, and codes related to grounds maintenance.

Skill to:

Operate a variety of mechanical equipment and hand and power tools including trucks, mowers, edgers, blowers, tractors, and loaders in a safe and effective manner.

Ability to:

Perform park maintenance, landscaping, and repair work independently.

Perform preventive maintenance on equipment.

Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

MINIMUM QUALIFICATIONS

Experience:

Three years of experience as a Parks Maintenance Operator I.

Training:

Equivalent to a high school diploma.

License or Certificate:

Possession of First Aid and CPR Certificates.

Possession of a commercial driver's license.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment:

Ability to sit, stand, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and lift up to 75 lbs.; exposure to noise, outdoors, chemicals, dust, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Effective date: October 2003

Revised: February 2009