



## Parks Maintenance Operator III

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### **DEFINITION**

Under direction, operate medium and heavy construction and maintenance equipment; perform skilled and semi-skilled work in the maintenance, construction, and operation of parks, landscaping, cemetery, and related facilities and programs; to perform a variety of semi-skilled and skilled mechanical repair work to buildings and related equipment; and carry out a preventive maintenance program.

### **SUPERVISION RECEIVED**

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

### **SUPERVISION EXERCISED**

Exercises technical and functional supervision over technical and maintenance staff.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

#### **When assigned to Buildings Maintenance Specialist:**

Perform a variety of skilled and semi-skilled mechanical repairs to City buildings, plants, and power equipment, including pumps, motors, air conditioners, filters, boilers, roofs, irrigation systems, and other equipment and related apparatus.

Maintain City recreational facilities including swimming pools; maintain and replace filters and valves; test pool water; handle and transport hazardous chemicals; perform plumbing, painting, electrical, electronics, carpentry, and related duties; fabricate special equipment and attachments to equipment.

Carry out a preventive maintenance program on buildings, plants, and related equipment.

Prepare sketches and diagrams; may operate a computer terminal and a CAD program; operate and maintain control computers.

Inspect construction projects as assigned; pour and form concrete.

Assist with cemetery tasks, City facility snow removal, holiday decoration installation and removal, and special projects including carpentry, concrete work, installation of playground equipment.

Assist with preparation for, implementation of, and cleanup after various special City events.

Work in other areas of Parks Division and perform additional tasks as assigned.

**When assigned to Cemetery Specialist:**

Assume responsibility for operation and maintenance of a cemetery; supervise seasonal laborers and maintenance workers in opening, closing, and maintenance of graves, mowing, weeding, seeding, fertilizing, and irrigation of cemetery grounds, flower beds, and plants, and in the general improvement of the cemetery grounds; disinter bodies when necessary; remove snow from drives; mulch leaves; spray insects and turf; operate backhoe, mower, and other equipment; paint.

Design, install, and maintain irrigation systems; repair and replace mains and lines, gate valves, electrically controlled valves, electrically controlled lines, and electronic systems; troubleshoot and diagnose computerized controller problems; winterize pumps, clean and blow water lines, and shut off systems in fall.

Prepare drawings and prints of layout and design.

Maintain records concerning cemetery lots.

Show and sell lots; work with and provide information to the public, funeral directors, and monument salesmen concerning policies and operations of the cemetery; work with community groups in maintaining special sections of the cemetery.

Monitor divisional budget.

Interact with grieving families.

Assist with City facility snow removal, holiday decoration installation and removal, and special projects including carpentry, concrete work, installation of playground equipment.

Assist with preparation for, implementation of, and cleanup after various special City events.

Work in other areas of Parks Division and perform additional tasks as assigned.

**When assigned to Irrigation Specialist:**

Operate, maintain, test, and repair irrigation and sprinkler systems including water mains and lines, sprinkler heads, valves, controls, and telemetry systems; convert systems to centralized, computer controlled systems; repair and replace mains and lines, gate valves, electrically controlled valves, electrically controlled lines, and electronic control systems; troubleshoot and diagnose computerized controller problems; establish irrigation schedules on computerized controls.

Operate trenchers, backhoes, trucks, and similar equipment; lubricate, adjust packings, and monitor pump operations; winterize pumps, clean and blow water lines, and shut off systems in fall.

Energize systems in spring; check systems for proper operations; order and purchase parts and maintain appropriate inventories.

Determine and prescribe location of systems and sprinklers taking into account water supply and sprinkler heads; prepare drawings and prints of layout and design; itemize labor and materials units and costs for in-house and contract installation; schedule and assign work of employees assigned; inspect work of contractors.

Repair restrooms, shelters, fountains, and playground facilities; inspect facilities for safety and risk

exposure.

Assist with cemetery duties, City facility snow removal, holiday decoration installation and removal, and special projects including carpentry, concrete work, installation of playground equipment.

Assist with preparation for, implementation of, and cleanup after various special City events.

Work in other areas of Parks Division and perform additional tasks as assigned.

**When assigned to Parks and Open Space Maintenance Specialist:**

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.

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.

Design and install irrigation systems.

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.

Assist with cemetery tasks and holiday decoration installation and removal.

Assist with preparation for, implementation of, and cleanup after various special City events.

Work in other areas of Parks Division and perform additional tasks as assigned.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**ESSENTIAL JOB RELATED QUALIFICATIONS**

**Knowledge of:**

Operations, services, and activities of a parks maintenance program.

Occupational hazards and necessary precautions applicable to parks and recreation maintenance work.

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

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

Uses, purposes, and operating characteristics of ground maintenance and construction material, equipment, and tools.

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.

Safe driving principles and practices.

**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.

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

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

**Ability to:**

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to parks maintenance programs and functions.

Prepare clear and concise records and reports.

Respond to requests and inquiries from the general public.

Perform the most difficult and complex parks maintenance, landscaping, and repair work independently.

Perform preventive maintenance on equipment.

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:**

Three years of experience as a Parks Maintenance Operator II.

**Training:**

Equivalent to a high school diploma supplemented by specialized training in landscaping maintenance and repair, horticulture, or a related field.

**License or Certificate:**

Possession of a Playground Safety Inspector Certificate (for some positions).

Possession of First Aid and CPR Certificates.

Possession of a commercial driver's license.

Possession of a Certified Pool Operator's Certificate within 1 year of employment (for some positions).

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, 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

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