

PARKS MAINTENANCE WORKER/EQUIPMENT OPERATOR

General Statement of Duties

Responsible for maintenance and upkeep City streets, road right-of-ways, facilities, parks, open space, trails, properties and other sites under City obligation. Operates a wide variety of light vehicles, specialized machinery, hand and power tools and medium and complex equipment. It is a requirement of this position to work overtime and weekend duty as needed, be on call for all public works functions, and be able to respond to work within one hour for emergencies.

Supervision Received

The Parks Maintenance Worker/Equipment Operator is supervised by the Parks, Trails, and Recreation Administrator together with the Parks Crew Chief as well as the Director of Public Works. May, also take direction from the Right-Of-Way Inspector/Project Manager and the Street Operations Supervisor.

Essential Job Functions

Field Work (Duties Include):

- Using a variety of light and heavy equipment (i.e. chainsaws, wood chippers, trail sweepers, backhoes, mowers, loaders, snow removal equipment, tractors, spraying equipment, single axle trucks, hand tools, power tools, trailers, and water equipment) to maintain City parks, trails, and open space.
- Performing the maintenance of City-owned park facilities and grounds, street rights-of-way including tree plantings, and landscaped facilities such as entry features and islands. Selecting appropriate equipment and materials to complete the work according to specifications, verbal instructions, and established procedures.
- Plowing snow, sanding streets, sweeping streets, gutters, and sidewalks, cleaning and maintaining ditches, cleaning culverts, picking up trash and debris, and cutting branches.
- Maintains grounds and turf in all parks, trails, and street rights of ways and City facilities by mowing, trimming, weeding, and grooming.
- Installing, repairing, and maintaining City irrigation systems and coordinating water use within City facilities.
- Maintains designated landscape effects through pruning, mowing, and clearing debris.
- Plants trees, shrubs, and plants as required in order to maintain existing landscaped areas.
- Assists with coordination of gardens and landscaped areas.
- Apply fertilizers and chemicals as required.
- Working with the Public Works streets employees to coordinate snow removal on City trails and sidewalks.
- Maintain parks and other facilities by collecting and disposing of debris, cleaning, hauling garbage, and other park upkeep and repair.
- Directing the development and implementation of new methods and safety procedures for construction and operation of heavy equipment, and training in the use of such equipment.
- Perform preventative maintenance and minor repairs to equipment, cleaning equipment, vehicles, hand and power tools in the Public Works shop and yard areas as necessary.

- Perform daily CDL pre-and post-trip vehicle safety inspections, recording information in a vehicle inspection log in order to identify safety issues, servicing assigned equipment, performing routine maintenance and emergency repairs, reporting mechanical problems for shop repair.
- Assisting in set up, maintenance, and removal of decorations and devices for special events.
- Completing necessary paperwork at end of shift, regarding daily work logs.
- Assisting other departments in completion of tasks they are not equipped to perform.
- Responding to emergency calls on weekends and nights, as required.
- Working overtime when required, working weekend shifts as needed, and working on-call status with a maximum one-hour response time for snow emergencies.
- Making sure all work is performed in accordance with all federal, state and local laws, rules, and regulations for safety standards.

Communication (Duties Include):

- Maintaining excellent public relations by ensuring public inquiries are answered in a courteous manner and that complaints are responded to promptly. Referring public inquiries to the Parks, Trails, and Recreation Administrator or the Public Works Director, when appropriate.
- Instruct seasonal personnel in safe and proper work techniques, as assigned.
- Reading and interpreting technical materials pertaining to grounds maintenance, including catalogs, blueprints on buildings and irrigation systems, journals, and manuals.
- Communicating with other City departments, representatives of local, state, and federal agencies, residents, and vendors, as required.

Supervision of Seasonal Crew (Duties Include):

- Supervising assigned seasonal staff in the field.
- Assisting with organizing and directing seasonal work activities.

Other Job Duties

- Assisting with City-sponsored recreation events, as needed.
- Purchasing authorized City supplies, as needed.
- Other duties or projects, as assigned.

Required Knowledge, Skills, and Abilities

Employees in this position must possess the following knowledge, skills, and abilities:

- Extensive knowledge of the methods, materials, tools, and equipment used in all phases of park maintenance, including a basic general knowledge of electricity, plumbing, carpentry, and cement work.
- Extensive knowledge of the mechanics and repair of irrigation systems. Knowledge of methods and procedures used in the operation and maintenance of automated irrigation systems.
- Thorough knowledge of general work hazards, safety procedures, and public safety matters.
- Knowledge of the mechanical operation of public works equipment and the ability to operate equipment skillfully and safely during maintenance and construction work.
- Ability to operate and instruct in the usage of a wide variety of light and heavy equipment related to park maintenance including, but not limited to mowers, loaders, backhoes, snow removal equipment, tractors, spraying equipment, single and double axle trucks, pick-up trucks, hand tools, trailers, water equipment, chainsaws, wood chippers, and a 2-way radio.
- Knowledge of and the ability to use standard office equipment, including computers, word processing software, spreadsheet applications, email, fax machine, copier, and multi-line phones.

- Knowledge of the principals of horticulture or landscape design, and the ability to engage in ongoing training, as needed. Knowledge of various types of soils, plants, grasses, shrubs, and trees; and the proper methods of planting, cultivating, and maintaining them.
- Knowledge of methods of diagnosing and treating diseased trees, plants, and grasses.
- Knowledge of various fertilizers and chemicals and their proper applications.
- Ability to establish and maintain effective working relationships with City employees, management, other agencies, and community members. Tactfully communicate with citizens and their concerns while in the field.
- Ability to communicate with others and to assimilate and understand information in a consistent manner with the essential job functions.
- Ability to understand and follow written and verbal instructions.
- Ability to consistently exercise discretion, independent judgment, and decision making.
- Ability to work nights, weekends, and holidays when needed, sometimes with very little notice.
- Ability to add, subtract, multiply, and divide in all units of measure.
- Ability to take initiative and apply considerable ingenuity and practical knowledge to interpret, troubleshoot, and resolve new, unusual, or particularly troublesome situations.
- Ability to stay informed on changing products and technology and make recommendations to improve and upgrade the Public Works Department.
- Ability to complete required work under minimal supervision.
- Ability to recognize safety hazards and to apply proper safety precautions and protections. Ability to follow safety guidelines such as the required use of ear protection, eye protection, and other safety precautions, when appropriate.
- This position requires skills in the use of City-owned or personal vehicles while on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license, and maintain an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.

Performs work that requires the following essential physical abilities:

The physical demands described here are representative of those that must be met by an employee in order to successfully perform the essential functions of this job.

Vision: Must be able to see in order to drive safely on a frequent basis, read a computer screen or other printed matter at close or far range on an occasional basis, and make frequent visual inspections of facilities and sites. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Communication: Must be able to speak, hear, and comprehend verbal communication on a frequent basis. Must be able to communicate effectively in person or over the radio or telephone.

Manual Dexterity: Must be able to frequently manipulate and operate light and heavy equipment. Must have fine and gross finger dexterity, with the ability to grasp, handle, feel, and/or reach.

Mobility: Must be able to frequently stand, walk, sit, pull, push, bend, stoop, kneel, climb, and lift. Must be able to occasionally balance, crouch, crawl, and squat. Must be able to safely drive a City-owned or personal vehicle while on City business.

Lifting/Pushing/Dragging: Must be able to occasionally lift and/or move objects weighing up to 75 pounds.

Physical conditions: Must be able to tolerate a variety of weather conditions which may include wet,

humid, snowy, sunny, very hot, or very cold conditions. While using required ear protection, must be able to tolerate very loud decibel levels from motorized equipment such as chainsaws and wood chippers. Conditions include occasional exposure to moving mechanical parts, high precarious places, fumes or airborne particles, toxic or caustic chemicals, equipment vibration, blood borne pathogens, insects such as bees and yellow jackets, and risk of electrical shock.

Any essential function or requirement of this position will be evaluated as necessary should an incumbent or applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent or applicant when possible.

Other Requirements

Education:

High School Diploma or equivalent required.

Experience:

Two (2) years' experience in park or ground maintenance, including knowledge of trees, shrubs, plants, flowers, turf, snow removal and basic construction and maintenance skills. Knowledge in the installation, maintenance and upkeep of automatic irrigation systems.

Licenses and/or Certificates:

Possession of, or the ability to obtain, an appropriate and valid driver's license, and a driving record satisfactory to obtain coverage by the City's insurance carrier. Possession of or ability to obtain a valid class "B" commercial driver's license within three months. A class "A" commercial driver's license is highly desired. Must be the ability to obtain pesticide and herbicide license and CLT certificates within the first year of employment. Must have valid CPR first aid certification within the first year of employment.