



LIVERMORE AREA RECREATION AND PARK DISTRICT

JOB DESCRIPTION

JOB TITLE: PARK MAINTENANCE I AND II

DIVISION: Parks

CLASSIFICATION CODES: Park Maintenance I- 7474

REPORTS TO: Parks and Facilities Manager (P&F Manager)

Park Maintenance II -7464

DATE REVISED: August 31, 2011

FLSA STATUS: Non-exempt

POSITION SUMMARY:

Under general supervision, performs a broad range of duties in grounds keeping, landscaping, and maintenance in parks and recreation facilities.

DISTINGUISHING CHARACTERISTICS:

Park Maintenance I:

This is the first level classification in the park maintenance series. Persons in this class generally perform routine park maintenance under general supervision. The distinction between this level and other levels of park maintenance workers is based upon the level and the complexity of duties performed and the degree of supervision received and exercised. The incumbent shall, at all times, demonstrate cooperative behavior with colleagues, supervisors, and the public.

Park Maintenance II:

This is the second level classification in the park maintenance series. This class is distinguished from the Park Maintenance I position in that incumbents are assigned tasks which require the application of a more advanced skill or specialized knowledge of the equipment and procedures used in park maintenance. Employees at this level perform duties without close supervision, receiving instruction or assistance from the Park Foreman as new or unusual situations arise, and are fully aware of operating procedures and policies. Persons in this class generally direct/lead and provide the training for the work of persons in the Park Maintenance I, part time or volunteer classifications. The work of persons in this class is directed by the Park Foreman and persons in the Park Maintenance II class aid the Foreman and P&F Manager in the planning and scheduling of work. Employees at this level are responsible for ensuring that all tasks and assignments in assigned areas are completed in a safe and timely manner. The incumbent shall, at all times, demonstrate cooperative behavior with colleagues, their supervisor, and the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Understands and consistently applies all safety procedures, practices and requirements including reporting of problems.
2. Maintains turf areas: mows, aerates, fertilizes, seeds, removes weeds, resods, and edges lawns using equipment and tools such as mowers, sod and weed cutters, blowers, medium to heavy trucks, rototillers, seeders, shovels, picks, hoes, rakes, and edgers.
3. Plants and prunes trees, shrubs, groundcover, and flowers using equipment and tools such as chain saws, chippers, shovels, shears, loppers, and an aerial lift truck.
4. Diagnoses turf and plant problems; implements control procedures.
5. Prepares and applies pesticides, fertilizers, and soil amendments using tools such as sprayers; cleans pesticide equipment; may prepare written recommendations for pesticide application if so licensed.

6. Maintains non-turf areas: lays out field lines, levels dirt, and waters field using equipment and tools such as rollers, tractors with attachments, and blowers.
7. Rakes, gathers, loads and hauls refuse and cut vegetation from parks and recreational facilities in order to clean park grounds, structures, and playing fields of trash and debris.
8. Inspects parks, playgrounds, and recreation areas for hazards and unsafe conditions and makes necessary repairs or modifications.
9. Cleans and stocks restroom facilities.
10. Maintains and repairs picnic tables, fences, benches, trash cans, walkways, playground equipment and other park items, using tools such as saws, drills, wrenches, screwdrivers, and hammers.
11. May perform minor cement work, as for laying small foundations; and assists Park Specialist in construction or maintenance work.
12. Repairs and adjusts automatic and manual irrigation systems in park facilities. Inspects, programs, and adjusts irrigation systems according to season and weather conditions.
13. Loads, unloads, and operates truck to transport maintenance supplies, materials, and equipment.
14. Sets up and breaks down recreational facilities for routine use or special events; provides general assistance to event coordinators and community groups.
15. Maintains simple records of activities, as requested or required by regulations.
16. Responds to questions and comments from the public and communicates District policy, rules, and regulations.
17. Attends trainings, workshops, and classes related to job duties. May conduct personnel training on proper and safe use of equipment.
18. May participate in the determination of park maintenance needs such as personnel, equipment, and supplies in the planning and scheduling of work activities.
19. May act as working leader of a crew, overseeing and coordinating work.
20. Provides input for employee evaluations.
21. Performs related work as required.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of these positions. Employees in these positions will typically perform the majority of their duties and responsibilities in an outdoor environment and be exposed to varying climatic conditions. Employees may: perform work alone, in close proximity to others, or as part of a team; be assigned duties at various site locations; be subject to call out, or work a varying work week. Employees may be exposed to: varying noise levels; vibration, dust, fumes, pollens, pesticides, herbicides, fertilizers, and rodent control agents. Employees may perform work on slippery or uneven surfaces, on ladders or scaffolding, around moving vehicles and equipment and equipment with moving parts. Employees will be required to wear a uniform and appropriate safety apparel and equipment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this position. Employees are required to perform tasks requiring a relatively high degree of physical strength and endurance, stand and walk for long periods of time, reach above and below waist level, have bodily movement adequate to climb, stoop, kneel, crawl, crouch and traverse rough uneven terrain, safely push, pull, lift and carry objects weighing up to 50 pounds, push and pull mowers and other equipment, communicate clearly in person, by telephone and by radio, have vision adequate to read fine print and visually identify diseases and pests, have manual dexterity and vision to safely use equipment and tools. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

MINIMUM QUALIFICATION REQUIRMENTS:

Park Maintenance I:

Education and Experience: One (1) year of recent paid experience in landscaping, grounds keeping, or a related field; or an acceptable combination of education, experience, and training as determined by the District; and possession of the following knowledge and abilities as demonstrated on the Park Maintenance I examination.

and

Licenses and Certifications: Possession of a valid Class C California Driver's license, with a satisfactory Driving record at time of appointment, to be maintained throughout employment.

Park Maintenance II:

Education and Experience: Two (2) years of recent paid experience in commercial landscaping, grounds keeping, or a related field; or an acceptable combination of education, experience, and training as determined by the District and possession of the following knowledge and abilities as demonstrated on the Park Maintenance II examination.

and

Licenses and Certifications: Possession of a valid Class C Driver's license, with a satisfactory driving record at time of appointment, to be maintained throughout employment.

Within one year of employment, possession of a California Department of Pesticide Regulations Qualified Applicator's Certificate (QAC), Categories B or C; OR a California Department of Pesticide Regulations Qualified Applicator's License (QAL), Categories B or C; OR a Certified Arborist from the International Society of Arboriculture (ISA); OR a Certified Irrigation Auditor through the Irrigation Association (IA).

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Basic plant identification and routine care;
- Safe uses of the vehicles, equipment, materials, power and hand tools used for the purpose of park and recreation facility maintenance;
- Common safety practices and procedures;
- Common safety hazards to be identified;
- Correct use and maintenance of protective clothing and equipment;
- Basic plant, pest and disease identification and control;
- Standard building and grounds maintenance techniques;
- Proper procedures for handling toxic materials;
- Basic installation and repair of manual and automatic irrigation systems.

Ability to:

- Perform routine tasks associated with the maintenance of grounds and facilities;
- Maintain simple records;
- Lift and carry 50 pounds;
- Understand and follow both oral and written instructions;
- Drive vehicles and equipment in the parks and on the street;
- Read understand and follow product labels;
- Maintain cooperative relationships with those contacted in the course of work;
- Work without direct supervision;
- Make arithmetic calculations necessary for assigned work duties;
- Perform rough carpentry work in repairing park items such as fences and benches;
- Take appropriate safety precautions in the performance of job duties and assure the safety of others from known hazards;
- Work odd and irregular hours including weekends and holidays, throughout the District;

- Acquire a thorough knowledge of District rules and regulations and procedures of enforcement.

Thorough knowledge and ability required by Park Maintenance II:

Knowledge of:

- Irrigation systems utilizing large rotary sprinkler heads, valves 2” or larger, and pipe sizes 2” or larger.

Ability to:

- Repair, install and maintain irrigation systems utilizing large rotary sprinkler heads, valves 2” or larger, and pipe sizes 2” or larger.