



SENIOR PARK MAINTENANCE WORKER

AGENCY/DEPARTMENT:
Public Works/Parks and Maintenance

Approved By HR Director: *BH*

Date Approved: *9/1/04*

Date of Last Revision:

Reports to: Parks & Maintenance Specialist

Supervises: N/A

Conflict of Interest Code Filer:

JOB SUMMARY: Under moderate supervision, performs maintenance activities involving the operation of a variety of equipment and hand tools in the maintenance of parks, parkways, medians, trees, park facilities and other City properties; provides direction to a crew in completing daily tasks; and performs other related work as necessary.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Receives daily assignments and tasks that may be completed independently or with the assistance of co-workers.
2. Inspects work areas and performs routine repairs or reports maintenance needs.
3. Prepares soil and plants trees, shrubs and flowers.
4. Assists in shrub and tree trimming; mixes and applies herbicides.
5. Assists in the installation, fabrication and replacement of irrigation systems.
6. Performs minor routine carpentry, plumbing and electrical tasks in repair and maintenance of buildings and facilities, chain link fences, benches, bleachers, ball fields, rest rooms, Tot Lots and other related facilities.
7. Cleans, paints and maintains fountains, restrooms and parking lots.
8. Determines tools, materials and equipment needed for each assignment and demonstrates proper use of tools and equipment necessary for area of assignment.
9. Operates a city vehicle in the performance of job duties.
10. Assists other employees in completing tasks and with set up for community events.
11. Maintains routine records and prepares routine reports related to area of assignment.
12. Completes daily Tot Lot and monthly vehicle safety inspection reports.
13. Picks up parts and materials as needed for various jobs.
14. May perform spot welding and minor carpentry work.
15. May perform emergency maintenance work in the event of a natural disaster.

QUALIFICATION GUIDELINES:

EDUCATION: High School diploma or recognized equivalent.

EXPERIENCE: Two years in park maintenance work, preferably in one or more of the following areas: tree trimming, grounds maintenance, irrigation or related field.

KNOWLEDGE OF:

- The correct use and care of tools, equipment and supplies used in park or grounds maintenance work.
- Job related safety practices and procedures.

ABILITY TO:

- Coordinate activities with other workers and oversee the work of subordinate workers.

- Operate equipment such as a backhoe, tractor, riding mower, trencher, chain saw, tree chipper and related small power and hand tools used in performing maintenance work.
- Establish and maintain cooperative working relationships.
- Read, write, understand and follow oral and written instructions.

LICENSES:

- Valid Class B or C CA drivers license with appropriate endorsements depending on area of assignment and acceptable driving record.

CERTIFICATIONS:

SPECIAL REQUIREMENTS:

- May be required to return to work during non-business hours in an emergency situation and to perform work on a scheduled stand-by assignment.

DESIRABLE:

FLSA Exemption Status: Non-Exempt

Employee Unit: American Federation of State, County and Municipal Employees

DOT Program Participant:

Job Family: Parks and Maintenance

Career Progression: Maintenance Worker
Senior Park Maintenance Worker
Park Maintenance Technician
Senior Park Maintenance Technician
Parks & Maintenance Specialist