

**PARKS MAINTENANCE WORKER I**  
**PARKS MAINTENANCE WORKER II**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under immediate supervision (Maintenance Worker I) or general supervision (Maintenance Worker II), performs semi-skilled to skilled maintenance, repair, and construction work assigned to the parks division; operates maintenance and construction tools and equipment; performs a variety of maintenance tasks relative to assigned area of responsibility.

**DISTINGUISHING CHARACTERISTICS**

**Parks Maintenance Worker I:** This is the entry level class in the Maintenance Worker series. This class is distinguished from the Maintenance Worker II by the performance of the more routine tasks and duties assigned to workers in this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the II level. Since this class is typically used as a training class, employees may have only limited or non directly related work experience. Employees work under immediate supervision while learning job tasks.

**Parks Maintenance Worker II:** This is the full journey level class within the Maintenance Worker series. This class is distinguished from the Maintenance Worker I by the assignment of the full range of duties assigned. Employees 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 within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Handle complaints and answer questions from the public.
2. Perform general electrical, painting, plumbing and carpentry work as needed.
3. Make minor adjustments on service equipment; maintain tools and equipment in working order.
4. Oversee the work of community service workers.
5. Maintain logs of daily activities.
6. Assist in other areas as needed.
7. Perform related duties as required.
8. Inspect park grounds, structures, medians and related facilities for safety, appearance, and vandalism; remove graffiti from park surfaces.
9. Clean and clear park grounds, facilities, structures and playing fields of debris and potentially dangerous conditions; set up park for special events.
10. Plant, mow, prune, and maintain turf, trees, shrubs, and plants; clear sites of weeds.

CITY OF CERES  
Parks Maintenance Worker I/II (Continued)

11. Perform a wide variety of semi-skilled tasks in the construction and repair of park and community facilities.
12. Install, maintain, repair, and program irrigation systems.
13. Operate grounds maintenance equipment as well as a variety of hand and power tools.
14. Apply pesticide, herbicide, and other pest management treatments.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Principles and practices of maintenance and repair activities related to area of assignment.  
Common tools, materials, and motorized vehicles and equipment used in assigned area of responsibility.  
The repair and maintenance of pumps and valves.  
Park and landscape maintenance.  
Basic mathematical principles.  
Safe work practices and policies.  
Techniques and procedures in basic carpentry, metal, masonry, painting, mechanical and electrical work.

**Ability to:**

Work with the variety of tools related to public works maintenance.  
Learn to safely operate a variety of maintenance equipment.  
Perform heavy manual labor.  
Perform semi-skilled maintenance duties.  
Understand and follow oral and written instructions.  
Read and understand schematic diagrams.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Parks Maintenance Worker I**

**Education/Training:**

Equivalent to the completion of the twelfth grade.

**Experience:**

One year of experience in construction or maintenance work is desirable.

**License or Certificate:**

Possession of a Class C driver's license.

Possession of a valid forklift certificate within one year of employment.

**Parks Maintenance Worker II**

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

Equivalent to the completion of the twelfth grade.

**Experience:**

Two years of experience in area of assignment equivalent to the Maintenance Worker I in the City of Ceres.

**License or Certificate:**

Possession of a Class C driver's license.

Possession of a valid forklift certificate.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in an outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

Bargaining Group: Miscellaneous

FLSA Status: Non-Exempt

September, 2010 Acknowledgment

I acknowledge that I have read the job description and requirements for the Parks Maintenance Worker I/II position and I certify that I can perform these functions.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\*Management has the right to add or change these duties of the position at any time.