

SENIOR PARKS MAINTENANCE WORKER

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 direction, provides technical and functional supervision over assigned maintenance personnel; assists in administrative duties of the division; performs skilled maintenance work in an assigned area of responsibility such as parks.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Parks Maintenance Worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, and complexity of duties assigned. Employees perform the most difficult and responsible types of technical duties assigned to classes within this series including performing technically complex maintenance duties related to area of assignment, performing administrative duties related to budget, contract administration and support of City ordinances, performing duties with heavy equipment and/or providing technical and functional supervision over assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

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. Coordinate and provide daily work assignments to maintenance personnel; review work and control quality of work; may provide input on performance evaluations.
2. Perform the full range and most complex duties of the Parks Maintenance Worker"
3. Assist in developing work plans, procedures and schedules.
4. Order supplies and equipment for work projects; maintain records of purchase orders.
5. Prepare documentation related to assigned staff; may assist in developing budget figures for the division.
6. Work effectively with contractors on City-approved projects; seek bids and estimates for proposed projects.
7. Perform skilled maintenance, repair, and installation work of park maintenance and equipment.
8. Handle complaints and answer questions from the public.
9. Perform emergency repairs; establish proper traffic control devices when necessary.
10. Operate a variety of heavy equipment, such as a dump truck, and back hoe.
11. Perform minor adjustments on service equipment; maintain tools and equipment in working order.
12. Maintain logs of daily activities.

13. May act for supervisor during his/her absence.
14. Perform related duties as required.

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 of lead supervision and training.
- Principles and practices park maintenance as related to area of assignment.
- Principles and practices of specialized area of assignment such as ornamental horticulture.
- Operational characteristics of maintenance and construction equipment and tools used in work activities.
- Practices and procedures of traffic control.
- Basic mathematical principles.
- Basic principles and practices of record keeping.
- Principles and practices of project design and cost estimating.
- Occupational hazards and standard safety procedures.

Ability to:

- Lead, organize, and review the work of staff.
- Interpret, explain, and enforce department policies and procedures.
- Operate a variety of tools and equipment used in maintenance and construction.
- Work with contractors on City-approved projects.
- Operate heavy equipment skillfully and safely.
- Operate office equipment including computers and supporting software applications.
- Perform maintenance duties.
- Perform heavy manual labor.
- Understand and follow oral and written instruction.
- 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:*

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Four years of responsible maintenance experience directly related to assigned area. Lead experience is desirable.

License or Certificate:

- Possession of a Class C Driver 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: 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

March 2011

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