

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: PARK MAINTENANCE WORKER II

Department: Parks & Recreation

Employee Group: AFSCME

FTE Status: Full Time

FLSA Status: Non-Ex

Salary Grade: E

Date: January 2019

General Functions:

Performs grounds keeping and landscaping duties to help maintain a well groomed, safe and sanitary parks system and City landscape areas. Performs various skilled and semi-skilled tasks using manual labor and the operation of small tools, automotive and power equipment. Position requires experience in minor electrical, plumbing and welding work.

Duties and Responsibilities:

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

1. Contributes to a positive work environment.
2. Maintains a positive relationship with contacts specific to them and positions outside the City organization.
3. In existing park areas, mows, edges, rakes, removes weeds, waters, fertilizes and otherwise maintains large turf areas (i.e. athletic fields, picnic areas), prunes plantings for ornamental effects and hazard prevention and maintains and repairs irrigation systems.
4. Constructs new parks by installing irrigation systems, plants and trees, by preparing turf areas, and by performing grading and drainage tasks.
5. Applies pesticides within guidelines maintained by State licensing.
6. Performs carpentry repair, maintenance and installation of playground equipment, picnic tables and benches.

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7. Maintenance of general park appearance through park clean-up (i.e. litter pick-up, cleaning and maintenance of shelters and restrooms.)
8. Performs routine maintenance of equipment.
9. May assist the Public Works Department performing maintenance duties, operating equipment and driving trucks.

SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered)

1) Job Preparation:

a) Education:

- i) Graduation from high school or equivalent GED Certification. An Associates degree emphasizing horticulture is desirable. Training in irrigation design desirable. May substitute degree for up to two (2) years experience. Three (3) years progressively responsible experience in the landscape and grounds keeping field performing a variety of new construction and maintenance duties, required.

b) Training:

- i) Specialized skills required to perform this job include operation of mowers, tractor, and attachments, backhoe, dump truck, flusher, trenching, rototillers, chainsaws, power sprayer and other appropriate tools and equipment used in park facilities for maintenance and construction. Must have general carpentry, plumbing, mechanical and electrical skills. Must be able to read and layout from blue prints. Must have possession of a valid Oregon Class "B" driver's license at time of appointment. Required to obtain an Oregon State Governmental Pesticide Applicators license within six (6) months of appointment. May be required to obtain either a Certified Pool and Spa Operator Certificate, or Certified Playground Safety Inspector Certificate or a Class C Commercial Drivers License.

2) Supervision:

Received: Requires moderate level of supervision through prioritized detailed work assignments from the Parks Maintenance Supervisor Through on-site inspections and other review of work, the Parks Maintenance Supervisor or the

Director of Parks and Recreation determines if work is performed according to established procedures and guidelines and Federal and State requirements.

Exercised: May be assigned seasonal parks crew, community service, and volunteer workers of up to 12 for on site training and limited assignment of work and performance appraisal. May have in-put into workers counseling, discipline and termination.

3) Communication:

Relationships outside the City organization maintained in conjunction with the Director of Parks and Recreation, include neighborhood associations, Friends of the McLean House, Friends of the Library, City Parks and Recreation Board, school district, West Linn Fair Board, Scouts, miscellaneous community service groups and professional associations (MACS section of OPRD). Most contact is sporadic and in verbal form. May require supervision of special projects for scouts and special interest groups.

Contacts made with other City departments is primarily with the Public Works department on a frequent verbal basis to coordinate personnel and equipment needs. Less frequent and sporadic contacts are made with the Library and Police Departments regarding maintenance safety and/or enforcement problems.

Contact with the City's residents is frequent while performing parks maintenance and construction activities. Majority of verbal contact is positive while some written suggestions and complaints are received.

4) Cognitive Functions:

Guidance in performing work is given by park maintenance management manual, Federal and State pesticide regulations, fertilizer procedures, irrigation installation and application guidelines, OSHA standards, hazardous materials sheets, design and construction specifications and building and planning department regulations.

This position is not normally responsible for the development of new policies, procedures, systems and methodologies. Assistance is given in the development of time and frequency standards for all parks maintenance procedures. May assist in maintenance and new construction procedures, systems and methodologies, as requested.

Errors made in the normal course of work could result in property damage or personal injury to staff or patrons, or liabilities resulting from careless equipment

operation, careless athletic field, playground and other equipment maintenance and improper dosage or application of chemicals.

Precedent is available for most problems encountered. New construction problems require more innovation. On-site changes in design (i.e. grading, irrigation and drainage), use of specialty tools (i.e. drags, spray rigs, jigs, etc.) and scheduling.

Normal decision making includes correct application of preemergents and fertilizers with inaccurate decision resulting in loss or damage to turf area. Must make some on-site decisions regarding proper tools and equipment usage for most cost effective and pleasing affects.

5) Working Conditions:

Employees in this classification work around chemicals, perform garbage and rest room duties, may be required to lift heavy weight and work in inclement weather (i.e. ice and snow removal), which may cause physical injuries.

Requires consistent physically demanding effort.

Work schedule is normal work hours except during the recreation season when employee may work predictable weekend schedule and during snow season when employee may be called back for weekend emergencies.

6) Resource Accountability:

Workers are held accountable for the proper maintenance and operation of assigned equipment such as mowers, trucks, backhoe, etc.

Must provide information for spray and inspection records, which are maintained by the Director of Parks and Recreation.

May commit City resources for minor local purchases without higher authority and make maintenance task assignments task assignments or scheduling amendments to accommodate patrons.

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The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature

Date