

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: PARK MAINTENANCE WORKER III

Department: Parks & Recreation

Employee Group: AFSCME

FTE Status: Full Time

FLSA Status: Non-Ex

Salary Grade: F

Date: January 2019

General Function:

This position reports to the Parks Director and supervises the day to day operations of the parks, which includes scheduling maintenance and new construction work and coordinating volunteer and special interest group projects. The position will perform the journey level functions of lower classified park positions including various skilled and semi-skilled assignments using manual labor. Employees in this classification will use small tools and operate automotive and power equipment. The work involves electrical, plumbing and welding assignments.

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. Schedules day to day, new construction, and special project work.
4. Assists with design overview and layout of new construction projects.
5. Represents the City in organizing and coordinating volunteer and special projects, as assigned.
6. Performs routine inspections and repair of play equipment.

Park Maintenance Worker III

Job Description

Page 2 of 5

7. Performs general maintenance duties of Park Maintenance Worker II, including, but not limited to, building maintenance, pesticide application, pool maintenance and athletic field set up.
8. Performs routine maintenance of equipment.
9. May assist the Public Works Department performing maintenance duties, operating heavy equipment, and driving trucks.
10. Operates heavy equipment, e.g. backhoes, loaders, and trenchers and drive trucks, as part of normal Park Department duties.

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 the equivalent GED Certification Associates degree emphasizing horticulture is desirable; plant identification, diseases, pests, and pesticides; and irrigation design required. Must satisfactorily complete Northwest Park and Recreation Maintenance Management School through midterm project within two (2) years of hire date.
- ii) Requires Oregon CDL License and OHSD certification on signs at time of appointment and Oregon Governmental Pesticide Applicator's License within six (6) months, and a NRPA Playground Safety Technician certificate, within one (1) year of hire date. May be required to possess backflow inspection and installation certificates.

b) Training:

- i) Requires a minimum of three (3) years related horticultural experience including park landscape maintenance and two (2) years general carpentry, electrical and plumbing experience.
- ii) Specialized skills required, include: plan and layout of construction projects including field changes, ability to meet with and organize volunteers and ability to operate equipment. Requires ability to lift moderately heavy objects.

- iii) Any satisfactory equivalent combination of experience and training as determined by the hiring authority which insures the ability to perform the work may be substituted for the above.

2) Supervision:

Received: Works highly independently with work reviewed on a work plan, a departmental maintenance management system, and city-wide performance factors.

Exercised: Supervises Park Maintenance Worker's I and II; seasonal (approximately six (6) month projects) park crews; community service crews and volunteer workers of up to 12 personnel. Supervisory functions include full responsibility for training and work assignments, recommendation for counseling and performance appraisals of workers, and input to the Parks Director regarding hiring, pay adjustments and termination decisions.

3) Communication:

Relationships outside the City organization that must be established and maintained include: the Friends of the McLean House, Friends of the Library, Lions Clubs, City Parks and Recreation Board, Scouts, West Linn/Wilsonville School District, athletic associations, Garden Club, West Linn Fair Board, community service groups, professional associations and various vendors. Contact is frequent and communication level is moderately complex.

Contact with other City departments includes Planning, regarding plot plans and Public Works to exchange equipment and/or augment personnel. Less frequent and sporadic contacts are made with Library, Fire and Police regarding maintenance of grounds and occasionally safety and enforcement complaints.

Contact with City residents is frequent, while performing park maintenance and construction activities and while reviewing hazardous trees, etc.

4) Cognitive Functions:

Guidance in performing work is given by park maintenance manual, Federal and State pesticide regulations, fertilizer procedures, irrigation installation and application guidelines, OSHA standards, hazardous materials specifications, Building and Planning Department regulations and Consumer Product Safety Commission Safety Standards for Playgrounds.

Assists in creating procedures, systems and methodologies as relates to special assignments, including facilities maintenance, play equipment safety checklist and general operations.

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, play and other equipment maintenance and improper dosage or application of chemicals.

Precedent is available for most problems encountered. New construction problems require more innovation, such as, on site changes in design (i.e. drags, spray rigs, jigs, etc.) and scheduling.

Decision making includes, assigning and prioritizing work for the most effective, efficient, safe and patron pleasing result.

5) Working Conditions:

Employees in this classification, work around toxic chemicals, perform garbage and rest room duties, may be required to lift heavy weights 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 recreation season. May work a predictable weekend schedule and during snow season, may be called back for emergencies. May be required to attend evening meetings.

6) Resource Accountability:

Has considerable influence over development projects and the maintenance of park property and equipment inventory. Must ensure the proper development and maintenance of assigned property and equipment.

Maintains the play equipment, safety inspections, fertilizer and pesticide applications, picnic and athletic field scheduling and MSDS records. These records are used as a prevention and defense against potential liability claims.

May commit City resources up to \$500.00 without prior approval. May assign equipment and personnel, as needed.

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.

Park Maintenance Worker III
Job Description
Page 5 of 5

Employee Signature

Date