

## **JURUPA COMMUNITY SERVICES DISTRICT PARK MAINTENANCE WORKER I & 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.*

### **DEFINITION**

Under general supervision, performs a variety of maintenance tasks associated with the care and maintenance of parks, parkways, street medians and other landscaped areas within the public rights-of-way; installs, repairs and maintains irrigation systems for parks, parkways, street medians and other landscaped areas; and performs a variety of related tasks as assigned.

### **CLASS CHARACTERISTICS**

This class specification defines and describes the nature and levels of work performed by the Park Maintenance Workers.

Park Maintenance Worker I, is the entry level Park Maintenance Worker. Initially under close supervision, incumbents learn and perform a variety of duties in the care and maintenance of park and landscaped areas and perform routine maintenance and cleaning of park facilities, with less latitude for independent action.

Park Maintenance Worker II, is the experienced, full journey-level Park Maintenance Worker. At this level, incumbents perform the full range of tasks common to the classification, under less supervision, while exercising discretion and independent judgment within established guidelines.

### **ESSENTIAL FUNCTIONS**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.*

#### **Park Maintenance Worker I**

Mows, trims, edges, fertilizes, aerates and waters lawn areas; weeds, prunes, mulches, feeds, fertilizes, irrigates and may spray plants, shrubs and small trees.

Operates a variety of hand and power tools, such as hand mowers, edgers, blowers, hedge trimmers, weed eaters, chain saws, rakes, shovels, hoes, brooms and other maintenance tools.

Operates a variety of light duty motorized equipment, such as mowers and edgers, in the maintenance of lawns, street medians and landscaped areas within the public rights-of-ways; drives pickup trucks, water trucks and other motorized vehicles and equipment.

Performs preventive maintenance to equipment and tools and makes minor adjustments and repairs; reports the need for major repairs and maintenance.

Performs a variety of semi-skilled and skilled work in the installation, repair and maintenance of irrigation systems for park and landscaped areas, including valves, electronic timing devices and backflow devices; inspects and services irrigation systems to ensure safe and proper operation; installs, services, repairs and inspects backflow devices; digs trenches and ditches; performs semi-skilled plumbing maintenance work; plans and sketches the layout of new sprinkler systems; performs semi-skilled electrical maintenance and repairs.

Cleans and maintains landscaped areas, paved areas, paths and walkways, picks up litter, garbage and organic debris from park and landscaped areas within public rights-of-way.

Acts as grounds person assisting tree maintenance personnel in trimming trees and in lowering and stacking brush, cuttings and shredded materials; operates chipper.

Prepares soil for planting; transplants seedlings, shrubs and trees.

Corrects or reports hazardous conditions.

Performs a variety of maintenance tasks, including storm drain maintenance during inclement weather and removing graffiti from District-owned facilities within the parks and parkways.

Performs routine maintenance and cleaning of park facilities, including, but not limited to, restrooms, concession buildings, picnic areas, team sports areas, tennis courts, basketball courts, volley ball courts, roller hockey, skateboard areas, parking lots, tot lots and play areas. Makes minor repairs and adjustments to and paints play equipment and other recreational park facilities, including, but not limited to, restrooms, concession buildings, picnic areas, team sports areas, tennis courts, basketball courts, volley ball courts, roller hockey, skateboard areas, parking lots, tot lots and play areas.

Park Maintenance Worker II

Performs all of the duties of a Park Maintenance Worker I, and may also conduct inspections of parks and landscaping constructed by developers, prior to hand-over to the District; may also conduct regular inspections of the contract work being carried out by the maintenance companies contracting with the District.

Leads a two-man crew in park, landscaping and recreation equipment maintenance, repair and replacement.

Responds to questions or complaints from the public; trains and instructs others in landscaping activities and safety practices; under supervision may prepare chemicals and sprays for trees, shrubs, bushes and turf for pests; prepares basic records including daily worksheets, equipment inspection reports, accident reports and maintenance requests; traps and disposes of rodents.

QUALIFICATIONS GUIDELINES

*The qualifications listed below are intended only as illustrations of the knowledge and abilities that may be required. The omission of specific statements of qualifications does not exclude the position if the knowledge and abilities are similar, related or a logical assignment to the class.*

**Knowledge of:**

Methods and techniques of planting, transplanting, cultivating, pruning and maintaining a variety of lawns, ground cover, plants, shrubs, hedges and trees; soil preparation and enrichment; methods and equipment used in weed and insect control and treating plant diseases; installation, maintenance and repair of irrigation systems; use and maintenance of commonly used hand and power landscaping tools and equipment; safe work methods and safety regulations pertaining to the work.

**Ability to:**

Use landscaping tools and equipment; recognize common plants, plant diseases and insect pests; establish and maintain effective working relationships with those encountered in the course of the work; use independent judgment and initiative in daily work activities; follow oral and written instructions.

### **Physical Requirements**

Employees must meet the following requirements, which are necessary to successfully perform the essential functions of this class:

The employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms; the employee must have vision abilities that include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Communicate orally and by telephone with management, co-workers, and the public in face-to-face, one-to-one, and group settings; use office equipment such as computer terminals; sit for extended periods of time; have hearing and vision within normal ranges; carry, push, reach and lift up to 60 pounds; occasionally stoop, kneel or crouch; sufficient manual dexterity to operate equipment; walk on uneven terrain; work in an outdoor environment with possible exposure to harsh weather conditions, heavy equipment, dust, noise, and potentially hazardous substances; stoop, kneel, crouch, and climb; work in confined spaces; work in trenches and elevated areas.

### **SPECIAL REQUIREMENTS**

#### **Park Maintenance Worker I**

High School graduation or equivalent.

Some experience in gardening or landscape maintenance, and/or park maintenance.

Possession of a valid California driver's license Class C and a satisfactory driving record.

Possession of or ability to obtain certification from District provided CPR/First Aid Training.

Must be willing to assume responsibility for 24-hour operations in assigned area of responsibility, to respond to emergency situations in off hours as required, and to carry a pager.

#### **Park Maintenance Worker II**

High School graduation or equivalent.

Possession of a valid California driver's license Class C and a satisfactory driving record.

Possession of a California Pesticide Applicator's License.

Possession of or ability to obtain certification from District provided CPR/First Aid Training.

Three years experience in the maintenance, repair and replacement of landscaping, and/or park maintenance; experience in, or knowledge of, repair of park recreation equipment and ability to maintain commonly used hand and power landscaping tools and equipment.

Two years experience in leading a two-man crew in park and landscaping maintenance and park recreation equipment maintenance.

Must be willing to assume responsibility for 24-hour operations in assigned area of responsibility, to respond to emergency situations in off hours as required, and to carry a pager.

FLSA / NON-EXEMPT

Range (Park Maintenance Worker I) 65

Range (Park Maintenance Worker II) 59

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