

Position: Parks Maintenance Specialist III	AFSCME Union
Department/Site:Community Services/Parks-Cemetery	FLSA: Non-exempt
Evaluated by: Parks Maintenance Manager	Salary Grade: 31

**Summary**

Performs a variety of skilled work in the coordination, preparation, repair, and maintenance of park grounds and sport/activity fields; installation, maintenance, and repair of sprinkler irrigation systems; maintenance of buildings; and the construction of special landscaping or public use areas. Serves as a team leader on park preparation and maintenance projects.

**Distinguishing Career Features**

The Parks Maintenance Specialist III is the third and senior level in a career path for park and cemetery ground keeping. Advancement to Specialist III requires competency in multiple areas of specialization requiring advanced training, education, and experience. Advancement is through appointment requires demonstration of skills in use and maintenance of the most demanding equipment (e.g., backhoes); design and maintenance of irrigation systems; and coordination of sport/activity field preparation.

**Essential Duties and Responsibilities**

- Serves as a resource on landscape and horticultural matters. May plan, draw, select plantings, and prepare land changes that conform to desired landscaping goals.
- Removes weeds, blows, rakes, and removes trash and debris from walkways, culverts, stairways, roadways, planters, and parking. Mows, grooms, and replants lawn areas. Fertilizes turf and various landscaped areas. Maintains in-ground drains and culverts.
- Designs and installs new landscaping by cultivating and renovating areas and installing or replacing turf, trees, ornamental plants, shrubs, ground covers, annuals, and bulbs. Stakes, prunes, thins, and transplants turf, trees, ornamental plants, shrubs, ground covers, annuals, and bulbs.
- Maintains park buildings and structures. Repairs, modifies, paints, and replaces fixtures, plumbing, electrical and structural components. Prepares, repairs, or installs fencing, paving materials for pathways, retaining walls, borders, posts, slabs, drains, and culverts.
- Sets up and maintains sports/activity fields/areas and playground equipment. Maintains play areas and equipment, surfaces, and outdoor seating areas in a safe and usable condition. Mows, grooms, contours, and may paint and line public use play fields. Removes trash from receptacles, seating and grounds. Repairs seating, railing, fountains, bike racks and other fixtures.
- Maintains cemetery grounds. Prepares gravesites and coordinates with funeral directors and pallbearers on rules and techniques used for burial.
- Operates specialized and demanding machinery to dig, excavate, contour, and construct

special land uses such as sports/activity fields, cemeteries, and pedestrian parks.

- Operates combination front loader/back hoe, trenchers, dump trucks, and equivalent machinery. Inspects machinery to ensure proper servicing and safe operating condition. Operates other equipment such as jackhammers, compressors, and an power hand tools.
- Installs, repairs and replaces landscape irrigation systems following and interpreting blueprints, sketches or verbal instructions. Designs and prepares plans for irrigation systems and/or makes necessary changes to locate and maintain shutoff valves, irrigation valves, electronic timers and physical layouts.
- Monitors and diagnoses weed, disease, and pest problems in play fields and public areas, taking appropriate measures to mitigate or eliminate the problems.
- Applies biological/organic fertilizers, herbicides, and pesticides to areas, as authorized. Places postings where pesticides are being applied. Disposes of product containers per instructions and applicable environmental regulations. Maintains up-to-date knowledge of safe pesticide/herbicide applications and regulations
- Performs scheduled operational checks and preventive maintenance and routine servicing of grounds keeping equipment that ranges from, but is not limited to, hand and power tools, mechanical labor saving devices, to tractors. Performs routine servicing of fluids, spark plugs, ignition and electrical components, wheels, blades, belts, and connections.
- Performs various metal work, including grinding, cutting, and various types of welding.
- Coordinates with other Community Services department staff and external groups for event support and logistics (e.g., funerals), such as preparation of sites and access ways.
- Maintains work order and other records such as, but not limited to equipment parts listings, equipment oil change logs, equipment service/repair logs, seed usage logs, irrigation repair logs, and records of supplies used on play fields.
- Maintains current Material Safety Data Sheets (MSDS) for potentially hazardous materials. Maintains logs and files pesticide use reports.
- Oversees the work of and trains other workers on an intermittent basis. Serves as an informal leader to projects.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **▪ Knowledge and Skills**

The position requires thorough knowledge of turf management and maintenance practices and techniques including those for play fields. Requires knowledge of horticulture and methods of planting and caring for plants, trees, and lawns. Requires knowledge of sprinkler and irrigation system design, installation, operation, and maintenance. Requires knowledge of the operating and mechanical characteristics of a full range of grounds maintenance equipment sufficient to skillfully operate and perform routine maintenance. Requires knowledge of and skill at reading landscape blueprints and specifications. Requires knowledge of and skill at proper and safe application of fertilizers, herbicides, and pesticides. Plant diseases and pests and their biological and chemical controls. record

keeping techniques. Requires basic knowledge of metal fabrication and welding techniques. Requires knowledge of safe lifting techniques; techniques for safe handling, storage, and disposal of hazardous materials. Requires sufficient math skill to calculate distances, proportions, and sums. Requires sufficient human relation skills to work cooperatively as part of a team to serve internal and external customers.

- **Abilities**

Requires the ability to carry out the functions of the position. Must be able to maintain lawns, sport/activity fields, gardens, and perform sidewalk/access repairs. Must be able to accurately identify turf and other plant diseases and pests and take steps to mitigate or eradicate. Must be able to design, install, operate, maintain, and repair sprinkler and irrigation systems. Must be able to operate large vehicle, excavating and other mechanical equipment safely. Requires the ability to use and operate hand tools, mechanical equipment and power tools and equipment required for the work in a safe and efficient manner. Requires the ability to maintain accurate records. Requires the ability to perform minor repair and servicing of pumps and motors used in irrigation systems and motorized equipment. Requires the ability to skillfully and safely operate grounds maintenance power equipment and hand tools. Requires the ability to lead projects and oversee the work of others. Requires the ability to work cooperatively with senior citizens. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City. Requires the ability to work varying schedules in support of projects and events. Must be able to complete required training that authorizes assigned work within a reasonable time frame.

- **Physical Abilities**

Requires the ability to stand for extended periods of time, walk up to 400 yards, and manipulate (lift, carry, move) light to heavy weights of up to 75 pounds on a regular basis. Requires the ability to push, pull, and guide materials over 75 pounds. Requires the ability to climb (e.g. ladders), stoop, kneel, and crouch on a regular basis. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate demanding grounds equipment and read instructions and safety information. Requires auditory ability to hear machinery sounds and alarms. Requires near and far visual acuity to read printed materials and observe stationary and moving objects. Requires speaking ability to carry on ordinary conversations. Requires the ability to work in extreme temperature conditions.

- **Education and Experience**

The position typically requires a High School diploma or equivalent and 6 years of increasingly responsible grounds keeping experience. Experience must include performing in areas such as operation of excavating equipment and repair and upkeep of parks structures, cemetery, and applying special knowledge of landscaping and horticultural techniques. Post high school training in landscaping or related area may substitute for some experience.

- **Licenses and Certificates**

Requires valid Class A Commercial Driver's License. Requires an herbicide applicator's certificate. Requires a license to use explosives.

- **Working Conditions**

Work is performed indoors and outdoors where significant health and safety considerations exist from physical labor and working with machinery.