

City of Watsonville

Job Description



JOB TITLE:	Park Maintenance Worker I	DATE APPROVED:
DEPARTMENT:	Parks and Community Services	SUPERSEDES: N/A
REPORTS TO:	Assigned Supervisory or Management Personnel	
SUPERVISION:	May instruct or give direction to temporary aides or volunteers	
EMPLOYEE UNIT:	OE3	
FLSA :	Non-Exempt	

JOB SUMMARY:

To perform general grounds maintenance, landscaping, restoration, and construction work in the development, operations and maintenance of City parks and public areas. Incumbents may operate light and moderately heavy maintenance and construction equipment in support of assigned work. Incumbents usually work as a member of a crew, but may also be given independent assignments and may work on City parks & recreation facilities, streets, trails, public events, and may be subject to call back for after-hours emergencies. Incumbents may instruct the work of, or give direction to, temporary park maintenance aides and volunteers.

DISTINGUISHING CHARACTERISTICS:

This job classification is the entry and working level of the Parks Maintenance series and requires limited experience in landscape maintenance work. This job class performs a wide variety of unskilled to semi-skilled tasks and receives close supervision within a framework of clearly defined policies and procedures. This classification is distinguished from the next higher classification of *Parks Maintenance Worker II* in that the incumbents of the latter classification are assigned tasks which require the application of a more advanced skill or a specialized knowledge of the techniques and tools used in park maintenance and/or which require the regular use of specialized or heavy equipment, and duties are performed with limited direct or continuing supervision. Employees in the *Park Maintenance Worker I* classification may be assigned to instruct or give direction to temporary *Parks Maintenance Aide* employees and/or volunteers as required.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

1. Conducts park operations and maintenance activities to ensure assigned areas are maintained in a safe, high quality and aesthetically pleasing condition.
 - a. Waters, mows, rakes and edges lawns and turfs; renovates grass and lawn areas.
 - b. Plants, cultivates, trims, waters, and sprays ornamental plants, shrubs, hedges, trees and flowers; prepares soil for planting; operates trailer-mounted watering equipment.
 - c. Weeds planters, tree wells, sports fields, other parks and public grounds areas.

- d. Cleans and stocks restrooms; vacuums, sweeps or mops maintenance shop and storage areas; washes windows; cleans rain gutters and drain inlets; performs custodial duties at other outdoor facilities as assigned.
- e. Uses general grounds keeping, carpentry and mechanical tools such as picks, shovels, hoes, rakes, shears, edgers, loppers, saws, drills, wrenches, screwdrivers and hammers.
- f. Installs, maintains and repairs signs, picnic tables, trash cans, barbecues, drinking fountains, playground equipment, irrigation systems, buildings and maintenance equipment.
- g. Undergoes regular pesticide training and applies chemicals to control landscape pests; performs gopher and rodent control; operates spray rig.
- h. Inspects playgrounds and recreational facilities for hazards and unsafe conditions and removes or repairs them; reports problems to lead staff.
- i. Operates landscape construction, turf maintenance, and weed removal equipment such as chainsaws, sprayers, aerators, tractors, front-end loaders, backhoes, bucket trucks, brush chippers, weed eaters, blowers, small and large riding mowers, rototillers and seeders.
- j. Prunes shrubs and large limbs from trees using aerial boom lift truck.
- k. Places traffic control flags, signs and cones to direct traffic around work sites.
- l. Empties trash; picks up and removes trash and debris; replaces trash can liners.
- m. Performs heavy graffiti and debris cleanup.
- n. Assists in removing, forming, pouring, and finishing concrete.
- o. Assists in minor carpentry and construction projects.
- p. Assists patrons with reserved equipment or refers equipment needs of patrons to lead staff; locks and unlocks rooms for patrons and other tasks as assigned.
- q. Waters, rakes and drags tools/equipment in maintaining level playing surfaces for sports league games; chalks and sprays lines on fields for games.
- r. Mixes, adds, and packs fines in high impact zones of sports infield areas.
2. Conducts work in a manner that results in high customer satisfaction levels.
 - a. Interacts with employees in other City departments and members of the public in a professional manner and provides exceptional customer service; disseminates routine information about site activities.
 - b. Serves as an emergency disaster worker if a local emergency is declared.
3. Performs related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Safe motor vehicle and traffic laws
- Safe work practices
- Basic understanding of use of hand tools and equipment used in landscape maintenance

Ability to:

- Drive an automobile, work truck, maintenance and construction equipment
- Learn the operation of tools, supplies, and equipment in the performance of a variety of tasks
- Safely handle toxic materials
- Follow oral and written instructions
- Adapt to frequently changing work assignments and priorities
- Work effectively as a member of a crew and complete simple written records

- Act in a courteous and diplomatic manner with members of the public to provide excellent customer service
- Climb ladders to prune trees
- Maintain a safe work environment
- Work at various heights on appropriate equipment to string lights, banners, change light bulbs
- Wear a uniform and required personal protective equipment (PPE)
- Occasionally work independently without direct supervision
- Operate tools, light and heavy equipment in the performance of typical duties
- Assist with installation of irrigation systems
- Troubleshoot malfunctioning irrigation systems and complete repairs
- Assist with repairing plumbing fixtures in public restrooms
- Complete work order logs; enter data on the computer or work-issued mobile device
- Work irregular schedules, days, nights and weekend hours
- Learn skilled tasks and take on more responsibilities over time
- Serve as an Emergency Disaster Worker in the event the City Manager declares a local emergency

PHYSICAL REQUIREMENTS:

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Drive a vehicle, climb into and out of appropriate vehicles; and up and down stairs and ladders
- Intermittently bend and twist to reach equipment surrounding work area
- Perform physical labor such as lifting/pulling/pushing up to 50 pounds, bend, squat, twist, turn, stoop, reach over head to handle materials, equipment and pick up litter
- Walk on uneven surfaces and stand for long periods of time
- Reach above and at shoulder height
- Work outdoors for up to eight hours in variable temperatures and weather conditions
- Work under conditions such as high noise levels, medium to high speed traffic, strong and unpleasant odors, and vibration from equipment and dust from various materials
- Hear and distinguish various sounds such as loud machinery and voices of co-workers in a noisy environment
- Distinguish colors and symbols such as colored medical waste containers, recyclable materials and waste containers

TRAINING AND EXPERIENCE:

Any combination of training and experience, which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- One (1) year of paid manual labor or gardening experience equivalent to the *Parks Maintenance Aide* classification

LICENSE & CERTIFICATION:

- Possession of a valid California Class C Driver's License and a safe driving record
- Must obtain CPR and first aid certifications during employment

OTHER REQUIREMENTS:

- Must successfully complete a medical examination and Department of Justice LiveScan Fingerprinting at time of hire
- Must be willing to work outdoors in various weather conditions
- Must be willing to respond to emergencies outside of regular work hours