

# City of Watsonville

## Job Description



---

<b>JOB TITLE:</b>	Sr. Park Maintenance Worker	<b>DATE APPROVED:</b>
<b>DEPARTMENT:</b>	Parks and Community Services	<b>SUPERSEDES:</b> N/A
<b>REPORTS TO:</b>	Park Maintenance Supervisor or assigned management personnel	
<b>SUPERVISION:</b>	Exercises direct supervision over assigned work crews	
<b>EMPLOYEE UNIT:</b>	OE3	
<b>FLSA :</b>	Non-Exempt	

---

### JOB SUMMARY:

To perform, direct, lead, and supervise 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, landscaped areas, streets, trails, public events, and are subject to call back for after-hours emergencies. Incumbents also assist in the execution of park facility improvements, major projects and light-duty administrative functions of the Parks Division.

### DISTINGUISHING CHARACTERISTICS:

This job classification is the advanced journey/lead level of the Parks Maintenance series. This job class performs a wide variety of skilled to semi-skilled tasks, receives limited supervision within a framework of policies and procedures, and is expected to act at a working full supervisory / lead level, which includes training, directing, coordinating, and monitoring the work of subordinate work crews. Employees in this classification may also evaluate the work of temporary employees. This classification requires the application of a more advanced skill or a specialized knowledge of the techniques and tools used in park maintenance and construction along with the ability to train, coordinate, lead and direct the work of others.

### EXAMPLES OF ESSENTIAL DUTIES:

Performs and directs all activities associated with the *Parks Maintenance Worker I* and *Park Maintenance Worker II* classifications. In addition, duties may include, but are not limited to, the following:

1. Directs and conducts park operations and maintenance activities to ensure assigned areas are maintained in a safe, high quality and aesthetically pleasing condition.
  - a. Receives and organizes daily assignments and completes all verbal and written instructions in a timely and independent manner.
  - b. Under general supervision, assigns, directs, and monitors the work of field crews in the performance of a wide variety of park maintenance and construction work, which may include coordinating with division management, outside contractors, vendors, and other city personnel.

- c. Trains crew workers in all aspects of job performance including safety procedures and productivity standards needed to sustain service levels and ensure customer satisfaction.
  - d. Supervises the placement of traffic control devices (cones, signs, flags, etc.).
  - e. Assists in plant selection, landscape construction, renovation, and planting projects.
  - f. Plans, coordinates, directs and performs rough carpentry projects including the construction, repair and remodeling of cabinets, picnic tables, bleachers, fences, gates, small buildings, recreational facilities and other outdoor park structures.
  - g. Performs cement construction work as required.
  - h. Operates and maintains a variety of hand and power tools including power mowers, edgers, trimmers, blowers, chain saws, hedgers, and other grounds and facility maintenance tools and equipment;
  - i. Inspects assigned grounds, facilities, and other areas to ensure work is completed in compliance with established standards.
2. Maintains daily logs and records of work performed and materials used by the crew; completes standard work orders, routine reports, and inventories using computer software as required. Exercises a leadership style that fosters teamwork, promotes staff initiative, and provides professional growth opportunities for those supervised employees.
    - a. Effectively manages crew interactions with the public, other crews, and outside workers, ensuring crew members act courteously and professionally.
    - b. May assist in the evaluation and discipline of temporary employees, through written and oral feedback as assigned.
    - c. Ensures crews properly follow city regulations, procedures, and practices while in the field.
  3. Performs maintenance duties to maximize safety, reduce risk, ensure compliance with applicable laws, regulations and policies, and ensure efficient use of organizational funds.
    - a. Operates, and performs light maintenance and pre and post operation servicing on, heavy landscape construction and maintenance equipment such as front-end loaders, backhoes, skid steers, trenchers and tree chippers as well as small motorized equipment.
    - b. Performs the more difficult and skilled tasks and duties in the maintenance and construction of City parks, recreational facilities, and other public areas.
    - c. May assist in developing budget projections for division and writing reports.
    - d. Schedules assigned projects and determines quantity and type of tools, materials, equipment, and labor needed; orders supplies and materials related to projects and activities as needed.
    - e. Assesses and treats landscape pests through integrated pest management and pesticide applications. If incumbent possesses a QAC/QAL, they may additionally diagnose landscape pests / diseases and scout / monitor pest levels and treatments.
    - f. Trains and instructs employees in the proper usage and application of herbicides and pesticides.
    - g. Plans, schedules, and directs the installation, adjustment, and repair of irrigation systems; checks, adjusts, and maintains sprinkler controllers and time clocks.
    - h. Trains and instructs employees in proper pruning methods for trees, bushes, and other foliage.
    - i. Assists in planning and preparing short and long-term maintenance and construction schedules.
    - j. Plans, schedules and directs year-round mowing routes, turf maintenance, fertilization, athletic field programs, and irrigation installation and/or turf renovation projects
    - k. Leads crews in the thinning, pruning and shaping of park and street trees.
    - l. Schedules and supervises landscape maintenance of city-owned street medians.
    - m. Conducts safety trainings, ensures crewmembers follow proper safety and operation procedures, and maintains safety records for employees.
  4. Leads operations in a manner that results in high customer satisfaction levels.

- a. Participates in a variety of development, maintenance, and construction projects, department special events, and maintains positive relations with other city departments, vendors, contractors, and the general public.
  - b. Responds to weekend/holiday work requests, emergencies and call back requests as required (compensated by extra pay per OE3 Bargaining Unit MOU).
  - c. Serves as an emergency disaster worker if a local emergency is declared.
5. Performs related duties similar to the above in scope and function as required.

## **EMPLOYMENT STANDARDS (In Addition to the Standards for Park Maintenance Worker II)**

### **Knowledge of:**

- Techniques, equipment and materials used in the development and renovation of park facilities
- Rough carpentry work
- Principles of Integrated Pest Management and proper procedures for safely handling and applying pesticides and fertilizers
- Arboricultural and horticultural principles and practices
- Techniques, equipment and materials used in: the development and maintenance of parks and athletic fields; the installation and repair of irrigation systems; the planting and maintenance of parks, street trees, public grounds and medians; and in rough and finished carpentry work and maintenance of recreational facilities including buildings
- Practices for training, directing, monitoring, and controlling work crews in the field
- Concrete construction work
- Basic computer skills including email, MS Word, MS Excel

### **Ability to:**

- Direct, train, and monitor the work of others in a lead capacity while ensuring safety and customer satisfaction
- Safely and effectively use tools and operate equipment utilized in landscape construction, turf maintenance, carpentry, plumbing, and facility maintenance work
- Perform and direct the safe mixing and applying of herbicides, fungicides, and pesticides
- Perform skilled landscape maintenance and tree pruning, trimming, and removal
- Effectively communicate in both oral and written forms
- Understand and carry out oral and written directions in an independent manner
- Effectively train others to safely and correctly perform tasks
- Establish and maintain effective work relationships with those contacted in the performance of required duties; occasionally serve as a department representative on off-site training events
- Perform maintenance and repairs on tools and equipment
- Make basic sketches and diagrams in relation to special projects, landscape and irrigation design, facility repair, and maintenance/construction job functions
- Plan, coordinate and implement long-term maintenance and development projects
- Resolve complex and technical problems as appropriate for the situation
- Effectively train others in technical procedures, techniques, and skills
- Take accurate measurements and perform arithmetical calculations

- Prepare and maintain accurate paperwork such as records, logs, orders, surveys, and routine reports; enter data on a computer, laptop and/or mobile device using MS Word, MS Excel or other software programs; check and compose emails
- Operate and perform light maintenance on Heavy Equipment such as an Aerial Lift Truck, Forklift, Front-End Loader/Backhoe, tractor implements, Spray Rig, Field Groomer, Riding Mower, etc., and lead or participate in work-sponsored safety and operation training events
- Service 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:

- High School graduation or G.E.D.; and
- Four (4) years of experience in the development and maintenance of city parks and recreational facilities; with at least one of those years at a working level equivalent to the Parks Maintenance Worker II 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

**HIGHLY DESIRABLE QUALIFICATIONS:**

- Possession of a valid Qualified Pesticide Applicator Certificate or License (QAC or QAL) in Landscape Maintenance Category B

**DESIRABLE QUALIFICATIONS:**

- Possession of a valid California Commercial Class A or B Driver's License
- Possession of professional certificates related to Landscaping, Arboriculture, and Irrigation, heavy equipment operation/maintenance, or construction trades
- Possession of a Certified Playground Safety Inspector Credential