



CITY OF LAKEPORT

PARKS MAINTENANCE WORKER I and II

Job Description

DEFINITION

Under general supervision, performs a variety of unskilled, semi-skilled and skilled tasks in the construction, maintenance, and servicing of City parks, trees, and facilities; performs related duties as required.

CLASS CHARACTERISTICS

Parks Maintenance Worker I is the entry level class in this series. Initially under close supervision, incumbents learn to perform all park maintenance work and to operate light and moderately heavy power-driven equipment as assigned. All positions allocated to this class require that an incumbent be able to work independently.

Parks Maintenance Worker II is the journey level classification in this series. Individuals have responsibility to perform all park maintenance work and to operate light and moderately heavy power-driven equipment as assigned. All positions allocated to this class require that an incumbent be able to work independently.

ESSENTIAL FUNCTIONS

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Using power and hand tools, edges, and weeds lawns, flower beds, and other landscaped areas; cuts and plants sod; spreads seed and fertilizer; plants or removes flowers; operates, maintains, and repairs in-ground sprinkler systems; cleans walks, parking areas, and other areas of leaves and other debris; removes trash; operates power mowers, blowers, sweepers, edgers, hedge trimmers, clippers, sprayers, and other equipment or vehicles; makes minor repairs such as sharpening blades; performs routine maintenance and equipment safety inspection.

Trims and prunes trees and shrubs; cleans surrounding areas; utilizes various hand/power tools and equipment such as pruners, hedgers, clippers, chain-saws, and chipper; removes trees that are dead, diseased, or causing damage to concrete.

Performs various building maintenance tasks and minor plumbing, carpentry, and electrical repairs; prepares interior and exterior surfaces for painting; checks on the condition of City docks and makes necessary repairs.

Maintains a variety of records related to work performed.

Sweeps and mops rooms, halls, stairways, and offices; strips, sands, refinishes, waxes, or buffs floors; vacuums and shampoos rugs, carpets, and upholstery; empties and cleans waste receptacles; dusts and polishes furniture, countertops, pictures, and brass and chrome fixtures; changes light bulbs and fluorescent tubes; washes walls; removes markings on walls, rest room stalls, countertops, and desks; washes windows, mirrors and blinds.

Cleans and disinfects rest rooms, floor mats, drinking fountains, and fixtures; restocks and may order supplies as needed; ensures specified sanitary standards are maintained; may perform pest control tasks in buildings; cleans entrances to buildings by sweeping, hosing, and picking up of trash.

Moves furniture or other heavy objects on request or for set-up of City functions; makes minor repairs and adjustments to building fixtures and equipment.

Secures buildings by locking and unlocking rooms, windows, or offices, the City Hall, and related City facilities; may set-up intercom or speaker systems.

Reports fire, sanitary, safety, or security hazards in the City Hall and related City facilities; reports needed maintenance or repair.

May be required to perform work on weekends.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include equivalent to graduation from high school and one year of experience maintaining grounds and facilities.

Knowledge, Skills and Abilities

Parks Maintenance Worker I: Working knowledge of related chemical solutions and the proper use and mixing techniques; the methods, materials, and equipment used in custodial work; grounds maintenance methods and techniques; trees, plants, flowers, and shrubs; operation and maintenance of tools and equipment used in grounds maintenance; grounds caretaking equipment operation and maintenance. Skill in the operation of power tools and equipment.

Parks Maintenance Worker II Considerable knowledge of related chemical solutions and the proper use and mixing techniques; the methods, materials, and equipment used in custodial work; grounds maintenance methods and techniques; trees, plants, flowers, and shrubs; operation and maintenance of tools and equipment used in grounds maintenance; grounds caretaking equipment operation and maintenance. Skill in the operation of power tools and equipment

Ability to perform general custodial and minor building and equipment maintenance; understand oral and written instructions; use a variety of custodial equipment and materials; establish and maintain good working relationships; keep accurate records and write reports; perform unskilled, semi-skilled and skilled tasks using a variety of tools and equipment; perform heavy manual labor; lift 90 pounds on a regular basis; repair irrigation and sprinkler systems; operate vehicles and stationary mechanical equipment; respond to emergency and problem situations in an effective manner; understand and apply policies and procedures; work independently; work safely; apply pesticides and herbicides; perform a variety of building maintenance; meet the physical requirements established by the City.

Special Requirements

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

The following licenses or certifications are highly desirable: possession of or ability to obtain a Class B California driver's license; California Pesticide Applicator Certificate, Playground Inspection Certification and Pool Operations License

Receive satisfactory results from a background investigation, physical examination, drug testing and administrative screening which meet the established qualification standards.

PHYSICAL PROFILE:

CATEGORY III – HEAVY PHYSICAL EFFORT

DEFINITION

Positions in this category require exceptional physical ability with prolonged periods of heavy physical labor.

CHARACTERISTICS

Positions allocated in this category regularly perform heavy physical labor requiring ability to lift, push, pull, and move heavy objects or materials. This category is distinguished from the moderate physical effort category by the greater physical demand for strength and endurance placed on the incumbent. Heavy physical effort is required while performing such tasks as operating heavy equipment, pouring concrete, masonry work, or preparing soil for landscaping. Physical functions may vary from position, but always involve heavy physical exertion.

OTHER FACTORS

Lifting Heavy: Lifting over 50 pounds, with frequent lifting, pushing and/or carrying weighing over 25 pounds.

Climbing: Ascending or descending ladders, ramps, scaffolding, poles and the like; using feet and legs and/or hands and arms.

Reaching: Reaching above the shoulders to place and/or retrieve objects.

Walking: Ability to walk for prolonged periods of time (usually a minimum of two or more hours per day.)

Standing: Ability to stand with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

Agility: Ability to move quickly and easily often including the ability to crawl, stoop or bend.

Distant Vision, Acceptable for Driving: Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving.

Temperatures: Works in temperature sufficiently high or low to cause marked bodily discomfort.

Chemical or Biological Agents: Regular contact with potentially harmful chemical or biological agents

Fumes: Potential inhalation or contact with smoke, vapors, dust or gasses.

Heavy Equipment: Operates various heavy equipment such as tractors, backhoes, graders, trucks, etc.

Power Equipment: Operates power tools or other machinery that are potentially hazardous.

Work Environment – Outdoors: Ability to work outdoors in all types of weather conditions.

Work Environment – Moving Objects: Ability to work around moving objects, machinery or vehicles.

Work Environment – Surfaces: Ability to walk on slippery or uneven surfaces.

Confined Space Entry: Ability to work in confined spaces using appropriate safety equipment

Heights: Ability to work on surfaces above 20 feet.

CLASS RANGE NO.	Level I = 31
CLASS RANGE NO.	Level II = 33
FLSA	Non-Exempt
ADOPTION DATE	3/29/12
REVISION DATE	
APPROVED BY:	<i>Margaret Silver</i>