

**Phelan Piñon Hills Community Services District
Job Description**

JOB TITLE: Parks Maintenance Worker I & II

EXEMPT:	No	SALARY LEVEL:	2/6
DEPARTMENT:	Facilities & Maintenance		
REPORTS TO:	Parks Operations Supervisor	APPROVED:	6/3/2020

SUMMARY:

Parks Maintenance Worker I:

Under close or general supervision, performs entry-level duties as assigned in maintenance and/or construction of District Parks, other recreational or landscaped areas; performs routine maintenance on buildings and facilities, landscape areas, playground equipment, parkways; opens/closes restrooms, janitorial cleaning including restocking of products at each facility; reports any facility problems, vandalism or illegal activities; empties refuse containers; light tree trimming or pruning; and performs related duties as assigned.

Parks Maintenance Worker II:

Under general or minimal supervision, performs a wide variety of skilled duties as assigned in park maintenance and/or construction of District Parks, other recreational or landscaped areas; responds to complaints from public; performs routine maintenance on buildings and facilities, landscape areas, playground equipment, parkways; provides general maintenance to landscape areas including but not limited to fertilizing, aerating, weeding, pruning, mulching, planting small trees, ground cover, shrubs and turf areas; provides irrigation repairs including irrigation heads, nozzles and setting controllers; light bulb replacement and other minor repair items including painting, small carpentry jobs, park equipment replacement, and general table repair; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The Parks Maintenance Worker I is the entry-level class in the Parks Maintenance Worker series. Initially, under immediate supervision, incumbents perform variety of landscape maintenance, janitorial and custodial duties while learning District policies and procedures and becoming familiar with the variety of departmental systems and practices. As experience is gained, duties become more diversified and are performed under more general supervision. This classification distinguishes itself from the Parks Maintenance Worker II and III flex positions as those positions perform job duties at the journeyman level.

The Parks Maintenance Worker II is the experienced/journey-level class in the series, able to perform duties under general supervision. This class is distinguished from the lower classification of Parks Maintenance Worker I by the greater level of independence in which

duties are performed; broader experience and working knowledge with irrigation systems, equipment operation, horticultural practices and basic building maintenance and construction practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (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 them from the position if the work is similar, related or a logical assignment to the class)

Parks Maintenance Worker I

A Park Services Worker I may perform the following duties:

1. Participates in the upkeep of public parks, parkways, buildings, grounds and other landscaped areas.
2. Cleans buildings and facilities, landscape areas, playground equipment, bleachers, picnic tables and shade structures.
3. Empties refuse containers.
4. Cleans and maintains tools and equipment used on the job.
5. Observes safety rules.
6. Performs routine playground safety checks.
7. Performs routine manual labor.
8. Cleans and stocks restroom products at each facility.
9. Open and close restrooms by locking and unlocking doors.
10. Edges, sweeps and rakes public parks and landscape areas.
11. Reports any facility problems, vandalism or illegal activities to his/her immediate supervisor and/or the Sheriff's Department.
12. Performs janitorial and cleaning of park areas.
13. Performs other duties as assigned.

Parks Maintenance Worker II

A Parks Maintenance Worker II may perform the following duties in addition to the duties and responsibilities listed above:

1. Fertilizes, aerates, weeds, prunes, mulches, and cultivates landscaped areas; including small trees, ground cover, shrubs and turf.
2. Inspects and performs small simple maintenance of irrigation systems including sprinklers, valves, nozzles, heads, irrigation pipe breaks and set controllers to ensure safe and proper operation.
3. Assists other crews or departments with special projects or events.
4. Operate pickup trucks, backhoes, loaders, tractors, and other motorized vehicles and equipment.
5. May explain tasks, assists in training, and provide oversight of subordinate employees or volunteers.
6. May over seed or sod turf areas.
7. Troubleshoots and repairs irrigation systems.
8. performs routine playground safety checks.
9. Follow up and completes assigned work orders.

CERTIFICATES, LICENSES, REGISTRATIONS, & SPECIAL REQUIREMENTS:

A valid California class "C" Driver's License and; have the ability to maintain insurability under the District's Vehicle Insurance Policy.

Ability to work extended hours, including nights, weekends and holidays

EDUCATION AND/OR EXPERIENCE:

The Parks Maintenance Worker I is an entry level class in the series. A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D equivalent, and/or general work experience; or an equivalent combination of education and experience.

The Parks Maintenance Worker II is the experienced/journey-level class in the series. A typical

way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D equivalent, and one year experience in park maintenance working as a Park Maintenance Worker I or equivalent; or an equivalent combination of education and experience.

QUALIFICATION REQUIREMENTS:

The requirements listed below are representative of the knowledge, skill and/or ability required.

KNOWLEDGE OF:

Parks Maintenance Worker I:

Basic principles, safety regulations, techniques, tools and equipment used in park maintenance and landscape projects as they apply to assigned responsibilities; computer applications related to the work; geography and location of District parks; codes, ordinances and regulations pertaining park maintenance and vehicle use.

Parks Maintenance Worker II:

Principles, safety regulations, techniques, tools and equipment used in park maintenance and landscape projects as they apply to assigned responsibilities; computer applications related to the work; geography and location of District parks; codes, ordinances and regulations pertaining park maintenance and vehicle use.

SKILLS:

Parks Maintenance Worker I:

Demonstrate basic application of principles, methods, techniques, tools and equipment used in park maintenance; basic computer applications related to work; use of a smart phone, general knowledge of codes, ordinances and regulations pertaining to park maintenance and safety.

Parks Maintenance Worker II:

Demonstrate application of principles, methods, techniques, tools and equipment used in park maintenance; computer applications, use of a smart phone, related to work; knowledge of codes, ordinances and regulations pertaining to park maintenance and safety.

ABILITIES:

Park Maintenance Worker I:

Under close supervision, deal tactfully and courteously with the public; maintain good customer relations with consumers; demonstrate an awareness and appreciation of the cultural diversity of the community; complete and maintain accurate records and reports;

understand and carry out written and oral instructions; safely and effectively operate District vehicles, tools and equipment used in park maintenance; maintain records and prepare clear and concise reports, records and other written documentation; communicate clearly and effectively orally and in writing; establish and maintain highly effective working relationships with those contacted in the course of work. Operate a computer terminal and/or computer using word processing, spreadsheet, database and other business software; operate general standard office equipment; able to work independently and as part of a team.

Parks Maintenance Worker II:

Under minimal supervision, deal tactfully and courteously with the public; maintain good customer relations with consumers; demonstrate an awareness and appreciation of the cultural diversity of the community; complete and maintain accurate records and reports; understand and carry out written and oral instructions; safely and effectively operate District vehicles, tools and equipment used in park maintenance; maintain records and prepare clear and concise reports, records and other written documentation; communicate clearly and effectively orally and in writing; establish and maintain highly effective working relationships with those contacted in the course of work; Operate a computer terminal and/or computer using word processing, spreadsheet, database and other business software; operate general office equipment; able to work independently and as part of a team.

PHYSICAL DEMANDS:

While performing the duties of this job, 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 frequently is required to stand and talk or hear; and walk or sit. The employee is frequently required to climb or balance; stoop, kneel, crouch or crawl; and smell.

The employee must regularly lift and/or move tools, materials and equipment weighing up to 50 pounds and occasionally up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

MENTAL DEMANDS:

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use shop mathematics; observe and interpret situations; deal with changing, intensive deadlines; interact with officials and the public.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee frequently works in outside weather conditions. The employee is frequently exposed to extreme cold, extreme heat, wet or humid conditions and vibration; works in high, precarious places and is exposed to street/road traffic. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment can be loud.