

CITY OF HOLTVILLE	JOB DESCRIPTION
TITLE:	PARK MAINTENANCE WORKER II
APPROVED:	APRIL 10, 2017
DEPARTMENT:	PUBLIC WORKS
REPORTING RELATIONSHIP:	PUBLIC WORKS FOREMAN

### **DEFINITION**

Under direct or general supervision, this Classified position performs the full range of duties required to ensure that City infrastructure and facilities to which assigned, are maintained in a safe and effective working condition and provide the highest level of safety for public use. Responsibilities include inspecting and attending to assigned areas in a timely manner and performing a wide variety of tasks in the maintenance and repair of parks, landscape areas, and facilities. Positions at this level work independently, and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the department.

Performs a variety of work in the construction, modification, maintenance, and repair of City infrastructure, including streets, parks, landscaped areas, and facilities; uses and operates a variety of manual and power tools and light to heavy power driven equipment; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct or general supervision from the Public Works Foreman. May provide technical and functional direction and training to assigned staff.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

- Performs a variety of maintenance duties of landscaped areas such as street medians, islands, and sidewalks, including planting, irrigating, fertilizing, and maintaining trees; performing weed abatement using a chemical sprayer; irrigating, aerating, mowing, and fertilizing turf; trimming walls; removing fallen trees and limbs, stumps, and related debris; and maintaining and repairing irrigation systems.
- Performs graffiti abatement duties, including locating, documenting, and cleaning graffiti and notifying appropriate City staff as needed; inspects City for graffiti vandalism, uses appropriate chemicals and high-pressure equipment to remove graffiti, and repaints as necessary
- Performs maintenance and repair activities of City parks and related facilities to ensure safe and efficient access for the public, including parks, athletic fields, trails, facilities, and buildings.
- Performs a variety of landscape maintenance duties, including planting, irrigating, fertilizing, and maintaining flowers, shrubs, hedges, and trees; performing weed abatement using a chemical sprayer; irrigating, aerating, mowing, and fertilizing turf; removing fallen trees and limbs, stumps, and related debris; raking leaves and clearing debris from walkways, fields, and other facilities; picking up trash and emptying receptacles.
- Performs a variety of duties in the maintenance and repair of irrigation systems; installs, adjusts, repairs, and inspects irrigation systems; determines watering needs; changes and adjusts heads and maintains controllers; installs and rewires irrigation clocks; participates in irrigation system installation and maintenance projects.
- Uses, operates, maintains, and repairs a variety of manual and power tools and light to heavy power driven equipment.
- Inspects, maintains, and repairs playground equipment, picnic tables, drinking fountains, park and trail lighting systems, athletic fields, and other related parks equipment and facilities.
- Maintains parks and landscaped areas in a clean and safe condition, including picking up trash, removing graffiti, and cleaning, repairing, and maintaining restrooms and fixtures.
- Ensures the cleaning and safety of the City pool and related facilities for public use.

**When performing all assignments:**

- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Implements traffic safety control plans, including setting up delineation and signage around work sites and special events to ensure safe conditions for the general public and City workers.
- Maintains public facilities, shop and garage areas, storage sites, and other work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Able to work at night and weekends on weekly standby or call-out basis to perform emergency maintenance and repair assignments after hours.
- Assists in the set-up and removal of equipment and facilities needed for special events.
- Performs other duties as assigned.

**QUALIFICATIONS****Knowledge of:**

- Basic mathematics.
- Safe driving rules and practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Maintenance principles, practices, tools, and materials for maintaining and repairing City parks, sports fields, playgrounds and equipment, pools, trails, irrigation systems, and/or facilities and buildings similar to those in a municipal environment..
- Traffic control procedures and traffic sign regulations.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.
- Occupational hazards and safety equipment and practices related to the work.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Perform duties with accuracy, speed, and minimal supervision.

**Licenses, Certifications, Education, and Experience:**

Possession of, or ability to obtain, a Class C California driver's license and a satisfactory driving record. High School Diploma, or equivalent and three (3) years of experience in construction, maintenance, and repair of parks, facilities, landscape, and related infrastructure.

**PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, retrieve and operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Employees work in the field and are exposed to loud noise levels, extreme cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.