

**PARKS MAINTENANCE TECHNICIAN I**

**DEFINITION**

To perform general grounds, building and custodial maintenance work in City parks and other public areas; to operate and maintain assigned maintenance equipment and tools; and to perform related duties and responsibilities as required.

This is an entry level for the Park Maintenance Technician series. A person employed in this classification works initially under immediate supervision and receives detailed instructions and training for assignments. A Park Maintenance Technician I is considered to be at the first step of a training program and performs most of the duties required of the Parks Tech II level, but are not expected to function at the same skill level.

**SUPERVISION RECEIVED AND EXERCISED**

Receives immediate supervision from the Parks and Trees Manager and/or Parks Technicians II or III.

May exercise lead direction over assigned community service workers and temporary personnel.

**EXAMPLES OF ESSENTIAL FUNCTIONS** - *Essential functions may include, but are not limited to, the following:*

Prepares and treats soil for planting.

Plants, waters and maintains ornamental plants, shrubs, trees and flowers.

Assists Park Tech II or III in trimming, pruning and maintaining trees and shrubs; removes dead or diseased limbs and branches; Park Maintenance Technician II's will assist in trimming or removing trees using aerial lift truck.

Waters, mows, trims, fertilizes and renovates grass and lawn areas.

Rakes and weeds grounds and other landscaped areas.

Removes tree stumps, limbs, lawn clippings and other debris from grounds; hauls to appropriate refuse or dump site; removes trash from grounds.

Mixes and applies pesticides and herbicides for pest, weed and disease control under direct supervision of a Park Tech II or III with a Qualified Applicator's Certificate.

Assists in the design, installation and maintenance of park irrigation systems.

Assists in removing, forming, pouring and finishing concrete.

Installs, maintains and repairs playground equipment.

Performs building maintenance duties, including but not limited to routine electrical, plumbing, painting and carpentry work.

Provides general custodial maintenance of assigned buildings and facilities.

Learns and operates grounds and building maintenance equipment, including but not limited to aerial lift, other trucks (only Class C vehicles), loaders, backhoes, tractors, fork lift, mowers, rototiller, aerator, edgers, weed trimmers, leaf blowers, power washer, concrete mixer, stump grinder, motors, pumps, irrigation systems, brush chippers, janitorial equipment, cutting torch, welding equipment, air compressor, carpentry tools, painting equipment and tools, plumbing tools, electrician's tools, cement finishing tools, and various other hand and power tools.

Maintains assigned vehicles, equipment and tools in proper and safe working condition.

Prepares parks and buildings for special events and programs.

May provide instruction and leadership to assigned community service or temporary personnel.

Maintains daily work logs and records.

Participates in training and safety meetings as required.

Completes special projects as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Basic grounds maintenance and gardening methods, procedures and techniques.

Common ornamental trees, shrubs, grasses, flowers and other plant materials.

Basic building maintenance methods and procedures, including electrical, carpentry, mechanical, painting, plumbing and custodial work.

Safe use and maintenance of building maintenance, grounds maintenance, landscaping and gardening materials, tools and equipment.

Basic methods of record-keeping.

**Ability to:**

Learn, understand and apply department and City policies, procedures and standards affecting department operations.

Understand and follow routine oral and written instructions.

Learn proper grounds maintenance methods, procedures and techniques.

Learn the proper and safe use of controlled chemicals used in grounds maintenance work.

Operate and maintain grounds maintenance tools with skill and in a safe manner.

Learn to safely operate grounds maintenance vehicles and trucks.

Maintain and repair assigned tools and equipment.

Learn, perform and/or assist with building maintenance tasks in one or more areas of the building trades, such as electrical, plumbing, mechanical or carpentry.

Communicate effectively in both oral and written form.

Prepare routine records.

Establish and maintain effective working relationships with those contacted in the course of work.

Meet the physical requirements necessary to safely perform assigned duties.

**Experience:**

One year experience in landscaping, building maintenance or other related fields.

**Education:**

High school diploma or GED equivalent. Completion of college-level courses in forestry, horticulture, arboriculture or skilled crafts is desirable.

**Additional Requirements:**

Possession of a valid California driver's license.

Must possess a valid CPR and First Aid certificate within 1 year of employment.

**TYPICAL WORKING CONDITIONS**

Work is performed both indoors and outdoors. Incumbent may be exposed to traffic and construction hazards, machinery hazards, herbicides/pesticides, electrical currents, adverse weather conditions, temperature and noise extremes, wetness, humidity, heights, fumes, dusts, dirt, odors, solvents, grease/oil, toxic or caustic chemicals, vibration.

### **TYPICAL PHYSICAL REQUIREMENTS**

Requires the mobility to perform building and grounds maintenance duties. Requires the ability to occasionally sit and frequently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing maintenance work; lift and/or move up to 50 pounds frequently and up to 100 pounds occasionally; use hands to finger, handle, feel or operate objects, tools and controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating field equipment. Must be able to use a telephone to communicate verbally.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**

**Approved by City Council on December 12, 2004.**

