

City of Oregon City**Position Description**

Position: Parks Maintenance Specialist I	AFSCME Union
Department/Site: Parks & Recreation / Fir St.	FLSA: Non-Exempt
Evaluated by: Parks & Cemetery Manager	Salary Grade: 25

Classification Summary

Performs a variety of work involving grounds and landscape maintenance of public access grounds, gardens, and sport/play fields.

Distinguishing Characteristics

The Park Maintenance Specialist I is the first in a three-tiered grounds career ladder. Incumbents can advance to Park Maintenance Specialist II based on sufficient demonstration of knowledge and competency in landscape and horticultural techniques, facility maintenance, excavation, irrigation, and sport/activity field.

Typical Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties or specific tasks that may be assigned to a particular position. The incumbent may perform a combination of some or all the following duties:

- Mows, edges, aerates, and re-seeds lawns. Trims shrubs, hedges, and trees. Hoes weeds and rakes lawns. Operates and cleans power riding lawn mowers, power blowers, common trucks, and other motorized equipment requiring similar skill. Operates a blow or other debris removal equipment.
- Plants and cultivates trees, grass, flowers, and shrubs. Applies fertilizer as needed. Spades and otherwise prepares grounds for planting.
- Removes weeds, blows, rakes, and removes trash and debris from walkways, culverts, stairways, roadways, planters, and parking. Maintains in-ground drains and culverts.
- Assists other Park Maintenance Specialists in excavating and contouring park grounds, and in constructing, maintaining, and repairing park structures.
- Cleans and repairs fields/play areas and facilities following events. Performs general grounds clean-up including picking up paper and trash on grounds areas. Performs maintenance and cleaning of park buildings such as storage sheds, restrooms, and seating areas.
- Assists with construction and repair of irrigation systems. Digs trenches, unloads and relocates materials, and cleans tools and equipment.
- Performs other duties as assigned that support the overall objective of the position.

Minimum Qualifications**Knowledge**

The position requires specialized knowledge of:

- Procedures, methods, and techniques of grounds and landscape maintenance.
- Procedures used in proper application of fertilizers and other additives.
- Routine operation and maintenance of sprinkler irrigation systems
- Safe lifting techniques; techniques for safe handling, storage, and disposal of hazardous materials.

Skills and Abilities

This position requires the ability to carry out, but is not limited to, the following functions:

- Carry out the essential functions of the position with or without reasonable accommodation.
- Operate and maintain common grounds and landscape maintenance tools, equipment, and vehicles.
- Calculate fertilizer application amounts and apply them in a safe manner.
- Operate and perform routine repairs on automatic sprinkler systems.
- Identify common plants, insects, and nutrient deficiencies.
- Communicate effectively with coworkers, staff, and students.
- Calculate weights, distances, portions, and sums.
- Work as a contributing member of a team.
- Work cooperatively with other teams and external customers and convey a positive image of the City.

Education, Training, and Experience

The position requires a High School diploma or equivalent required, plus 1 year of experience in gardening, nursery work or grounds maintenance, and demonstrated experience in operation of light duty grounds equipment.

Other Requirements

- Valid driver's license
- Must pass criminal background check and preemployment drug screen.

Working conditions/Physical and Mental Demands

Requires the ability to stand for extended periods of time, walk up to 400 yards, and manipulate (lift, carry, move) light to heavy weights of up to 75 pounds on a regular basis. Requires the ability to push, pull, and guide materials over 75 pounds. Requires the ability to climb (e.g. ladders), stoop, kneel, and crouch on a regular basis. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate common grounds equipment and read instructions and safety information. Requires auditory ability to hear machinery sounds and alarms. Requires near and far visual acuity to read printed materials and observe grounds objects. Requires speaking ability to carry on ordinary conversations. Requires the ability to work in extreme temperature conditions. Must be able to complete required training that authorizes assigned work within a reasonable time frame. Work is performed indoors and outdoors where significant health and safety considerations exist from physical labor and working with machinery.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.