

<b>City of Oregon City</b>		<b>Position Description</b>
Position: Parks Maintenance Specialist II		AFSCME Union
Department/Site: Parks & Recreation / Fir St.		FLSA: Exempt
Evaluated by: Parks & Cemetery Manager		Salary Grade: 29

### **Classification Summary**

Performs a variety of skilled and semi-skilled work in the coordination, preparation, repair, and maintenance of park grounds and sport/activity fields; installation, maintenance, and repair of sprinkler irrigation systems; maintenance of buildings and park amenities; and the construction of special landscaping or public use areas.

### **Distinguishing Characteristics**

The Parks Maintenance Specialist II is the second level in a career path for park and cemetery ground keeping. Advancement to Specialist II requires competency in multiple areas of specialization requiring advanced training, education, and experience. Advancement is through appointment, three years as a Specialist I, and demonstrated skills in use and maintenance of the most demanding equipment (e.g., backhoes); design and maintenance of irrigation systems; coordination of cemetery operations; and coordination of sport/activity field preparation.

### **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:*

- Removes weeds, blows, rakes, and removes trash and debris from walkways, culverts, stairways, roadways, planters, and parking. Mows, grooms, and replants lawn areas. Fertilizes turf and various landscaped areas. Maintains in-ground drains and culverts.
- Stakes, prunes, thins, and transplants turf, trees, ornamental plants, shrubs, ground covers, annuals, and bulbs.
- Maintains Park buildings and structures. Prepares, repairs or installs fencing, paving materials for pathways, retaining walls, borders, posts, slabs, drains, and culverts.
- Maintains play areas and equipment, surfaces, and outdoor seating areas in a safe and usable condition. Removes trash from receptacles, seating and grounds. Repairs seating, railing, fountains, bike racks and other fixtures.
- Maintains cemetery grounds. Participates in preparing gravesites.
- Operates combination front loader/backhoe, trenchers, dump trucks, and equivalent machinery. Inspects machinery to ensure proper servicing and safe operating condition. Operates other equipment such as jackhammers, compressors, and power hand tools.
- Installs, repairs and replaces landscape irrigation systems following and interpreting blueprints, sketches or verbal instructions.
- Diagnoses and monitors weed, disease, and pest problems in play fields and public areas, taking appropriate measures to mitigate or eliminate the problems.
- Applies biological/organic fertilizers, herbicides, and pesticides to areas, as authorized. Places

postings where pesticides are being applied. Disposes of product containers per instructions and applicable environmental regulations. Maintains up-to-date knowledge of safe pesticide/herbicide applications and regulations

- Performs scheduled operational checks and preventive maintenance and routine servicing of grounds keeping equipment that ranges from, but is not limited to, hand and power tools, mechanical labor saving devices, to tractors. Performs routine servicing of fluids, spark plugs, ignition and electrical components, wheels, blades, belts, and connections.
- Coordinates with other Parks and Recreation department staff and external groups for event support and logistics (e.g., community events), such as preparation of sites and access ways.
- Maintains work order and other records such as, but not limited to equipment parts listings, equipment oil change logs, equipment service/repair logs, seed usage logs, irrigation repair logs, and records of supplies used on play fields.
- Maintains current Material Safety Data Sheets (MSDS) for potentially hazardous materials.
- Maintains logs and files on herbicide use.
- May serve as an informal leader to some projects, training and organizing the work of temporary staff.
- Performs other duties as assigned that support the overall objective of the position.

## **Minimum Qualifications**

### **Knowledge**

The position requires specialized knowledge of:

- Turf management, maintenance practices, techniques.
- Horticulture and methods of planting and caring for plants, trees, and lawns.
- Sprinkler and irrigation system design, installation, operation, and maintenance.
- Mechanical and functional characteristics of a wide range of grounds maintenance equipment sufficient to skillfully operate and perform routine maintenance.
- Landscape blueprints and specifications.
- Proper and safe application of fertilizers, herbicides, and pesticides.
- Plant diseases and pests and their biological and chemical controls and record keeping techniques.
- 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.
- Maintain lawns, sport/activity fields, and gardens.
- Accurately identify turf and other plant diseases and pests and take steps to mitigate or eradicate.
- Design, install, operate, maintain, and repair sprinkler and irrigation systems.
- Operate vehicles, excavating, and other mechanical equipment safely.

- Operate and use hand tools, mechanical equipment, power tools, and equipment required for the work in a safe and efficient manner.
- Maintain accurate records.
- Lead projects and oversee the work of others.
- Communicate effectively with coworkers, staff, and students.
- Calculate weights, distances, portions, and sums.
- Work varying schedules in support of projects and events.
- Complete required training within a reasonable timeframe.
- 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 typically requires a High School diploma or equivalent and 3 years of increasingly responsible grounds keeping experience. Experience must include operation of excavating equipment, repair and upkeep of park amenities and structures, and applying special knowledge of landscaping and horticultural techniques. Post high school training in landscaping or related areas may substitute for some experience.

### **Other Requirements**

- Valid driver's license required.
- Must pass a criminal background check and preemployment drug screen.
- Requires Public Pesticide Applicators Certificate with at least an ornamental and turf license category within one year of hire.

### **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 demanding 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 stationary and moving objects. Requires speaking ability to carry on ordinary conversations. Requires the ability to work in extreme temperature conditions. 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.*