

City of Oregon City		Position Description
Position: Parks Maintenance Specialist III		AFSCME Union
Department/Site: Parks & Recreation / Fir St		FLSA: Non-Exempt
Evaluated by: Parks & Cemetery Manager		Salary Grade: 31

Classification Summary

Performs a variety of 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 and construction of buildings and park amenities; and the construction of special landscaping or public use areas. Serves as a team leader on park preparation and maintenance projects.

Distinguishing Characteristics

The Parks Maintenance Specialist III is the third and senior level in a career path for park and cemetery ground keeping. Advancement to Specialist III requires competency in multiple areas of specialization requiring advanced training, education, and experience. Advancement is through appointment and requires demonstration of skills in use and maintenance of the most demanding equipment (e.g., backhoes); design and maintenance of irrigation systems; maintenance and construction of buildings and park amenities; 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:

- Serves as a resource on landscape and horticultural matters. May plan, draw, select plantings, and prepare land changes that conform to desired landscaping goals.
- 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.
- Designs and installs new landscaping by cultivating and renovating areas and installing or replacing turf, trees, ornamental plants, shrubs, ground covers, annuals, and bulbs. Stakes, prunes, thins, and transplants turf, trees, ornamental plants, shrubs, ground covers, annuals, and bulbs.
- Maintains or constructs park buildings and structures. Repairs, modifies, paints, and replaces fixtures, plumbing, electrical and structural components. Prepares, repairs, or installs fencing, paving materials for pathways, retaining walls, borders, posts, slabs, drains, and culverts.
- Sets up and maintains sports/activity fields/areas and playground equipment. Maintains play areas and equipment, surfaces, and outdoor seating areas in a safe and usable condition. Mows, grooms, contours, and may paint and line public use play fields. Removes trash from receptacles, seating, and grounds. Repairs seating, railing, fountains, bike racks and other fixtures.
- Maintains cemetery grounds. Prepares gravesites and coordinates with funeral directors and pallbearers on rules and techniques used for burial.
- Operates specialized and demanding machinery to dig, excavate, contour, and construct special land uses such as sports/activity fields, cemeteries, and pedestrian parks.
- Operates combination front loader/backhoe, trenchers, tractors, mowers, 2-yard 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. Designs and prepares plans for irrigation systems and/or makes necessary changes to locate and maintain shutoff valves, irrigation valves, electronic timers and physical layouts.
- Monitors and diagnoses weed, disease, and pest problems in play fields and natural 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 when required by applicable regulation. 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 groundskeeping equipment. Performs routine servicing of fluids, spark plugs, ignition and electrical components, wheels, blades, belts, and connections.
- Performs various metal work, including grinding, cutting, and various types of welding.
- 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 orders 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 pesticide use reports.
- Oversees the work of and trains other workers on an intermittent basis. Serves as an informal leader to projects.
- Performs other duties as assigned that support the overall objective of the position.

Minimum Qualifications

Knowledge

The position requires specialized knowledge of:

- Park management and maintenance practices and techniques including those for athletic fields.
- Horticulture and methods of planting and caring for plants, trees, and lawns.
- Sprinkler and irrigation system design, installation, operation, maintenance, and repair.
- Mechanical and functional characteristics of a full 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.
- Typical park facilities maintenance activities such as plumbing and electrical diagnosis, and minor repair.
- Metal fabrication and welding techniques.
- Safe lifting techniques, and techniques for safe handling, storage, and disposal of hazardous materials.
- Accurate record keeping techniques

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 role with or without reasonable accommodation.
- Maintain lawns, sport/activity fields, gardens, and perform sidewalk/access repairs.
- 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, power tools and equipment required for the work in a safe and efficient manner.
- Maintain accurate records.
- Perform minor repair and servicing of pumps and motors used in irrigation systems and motorized equipment.
- Skillfully and safely operate grounds maintenance power tools and equipment.
- Lead projects and oversee the work of others
- Calculate weights, distances, portions, and sums.
- Work varying schedule in support of projects and events.
- Work cooperatively 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

Complete required training that authorizes assigned work within a reasonable time frame. The position typically requires a High School diploma or equivalent and 6 years of increasingly responsible grounds keeping experience. Experience must include operation of excavating equipment, repair and upkeep of parks structures, groundskeeping, and applying special knowledge of landscaping and horticultural techniques. Post high school training in landscaping or related area may substitute for some experience.

Other Requirements

- Valid driver's license required.
- Must pass a criminal background check and pre-employment drug screen.
- Requires Public Pesticide Applicator's Certificate with at least an ornamental and turf license category within one year of hire.
- Certified Playground Safety Inspector (CPSI) or Certified Sports Field Manager or ISA Certified Arborist 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.