

PARKS PROJECT TECHNICIAN

DEFINITION

To perform a variety of duties involving the inspection of construction, maintenance and repair work related to workmanship and materials of the development and improvement of City parks projects, including capital improvement projects and streetscapes; to inspect community facilities districts for service and lighting and landscape (special) districts related to landscape installation/maintenance contractor agreements; and to assure compliance with City, state and federal codes/regulations and other standards.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor.

May exercise direct supervision over lower level parks maintenance staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Perform inspections and/or facilitates repairs during all phases of work of a variety of City capital parks and landscape construction and rehabilitation projects to ensure conformity with City standards and local, State and Federal code and requirements; confirm compliance with safety and accessibility codes and laws.

Inspect and/or facilitate the installation of parks, golf courses and streetscapes including new or renovations of medians, irrigation systems and plantings, green-belt areas and related structures and appurtenances; confirm soils testing results relative to construction viability and underground utilities location.

Schedule and monitor testing of irrigation systems including, but not limited to, cross connection testing; irrigation coverage testing; irrigation controller and booster pump installation, irrigation water audits,

Inspect and facilitate the installation and repair of park and landscape amenities during and after construction such as playground safety requirements, construction materials standards/quality including trees and plants, overall workmanship, compliance with City standards and contract terms.

Coordinate with other city required inspections and code compliance requirements; establishment of new parks and landscapes and project acceptance criteria for maintenance.

Confer with contractors and developer representatives regarding conformance of standards, plans, specifications and codes; explain requirements and evaluate alternatives.

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Ensure maintenance, removal, and installation of City maintained landscapes according to authorized special districts' hearing reports; investigate complaints and work collaboratively with residents regarding a variety of concerns, including irrigation schedules, potential hazards and code compliance.

Conduct routine inspections related to installed landscaping/vegetation conditions including checking of hydration levels, irrigation functionality, and water conservation requirements; implement corrective measures including removal and/or replacement of landscaping and irrigation.

Oversee contracted construction and/or maintenance services, authorize work and associated payments within scope of authority; approve minor change orders to ensure quality of work within scheduling or budget constraints.

Prepare, maintain and submit project inspection and/or quality assurance reports in a timely and routine manner for use by contractors and project managers in order to facilitate on-going monitoring of schedules and progress; attend regular on-site meetings during preconstruction/construction/landscaping installation and on an ongoing-basis during project(s) life cycle.

May plan, prioritize, lead, review, and participate in the work of staff involved in a variety of duties in the construction, maintenance, and repair of improvements under the purview of the Department.

May assign, supervise and review the work of staff; provide or coordinate staff training; and work with employees to improve performance.

Plan check maps, construction plans, and changes; prepare and present plan review comments throughout project cycle from first review to final approval to ensure compliance with standards and construction plan interpretation.

Prepare reports as required; maintain accurate and up-to-date records and digital files related to inspection activities and/or contract compliance reviews.

Use a personal computer, or other hand held communication devices to enter and retrieve information related to work assignments, other record keeping, and electronic communication.

Work cooperatively with contractors to ensure understanding of and compliance with City and other mandated standards and/or service levels.

Collaborate with various underground public and private utilities to ensure no/or limited damage to City park and landscape areas as a result of development or system modifications; ensure that any related landscape/irrigation damage is repaired in a timely manner.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles, practices, methods, materials, equipment and safety requirements of construction and inspection.

Materials, methods, principles and practices used in public works construction, including encroachment, grading, landscape installation, traffic control, water quality, public safety, maintenance and systematic inspection of park areas/related facilities and landscaping/irrigation system installation and maintenance.

Pertinent local, State, and Federal codes, rules, regulations and laws.

Materials sampling and testing procedures.

Plan check review including construction plans or other documents related to park construction and landscape and irrigation design and maintenance.

Basic computer applications.

Safety work practices and procedures.

Principles and practices of supervision.

Principles and procedures of record keeping.

#### Ability to:

Inspect and facilitate construction contract work related to the development and improvement of City capital parks projects and/or inspect and facilitate repair and maintenance of special districts for landscape maintenance contractor agreements.

On a continuous basis, know and understand park and landscape construction/installation inspection and maintenance activities and observe safety rules; intermittently, analyze drawings, plans, and specifications; explain rules and requirements to others.

Intermittently sit while driving; stand, walk, bend, or squat while performing inspection activities; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.

Read, interpret, and apply information from construction documents related to park construction/landscape plans.

Detect faulty materials or work in park construction/landscaping installation and maintenance activities.

Read, interpret and enforce contract provisions related to park construction and landscape installation and maintenance.

Supervise, train and evaluate assigned administrative support staff, as assigned.

Develop and maintain records and files related to inspection and contract compliance activities.

Keep records and prepare reports; use a personal computer to enter and retrieve data, track work order status, and communicate electronically.

Communicate clearly and concisely, both orally and in writing with contractors, developers and city staff.

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

#### Experience and Training

##### Experience:

Two years of experience in parks construction trades, maintenance of the green industry or commercial landscaping, contract management, construction inspection or related field.

##### Training:

Equivalent to completion of the twelfth grade. Specialized training or course work in construction technology, landscape development, contract management or a related field is desirable.

#### License or Certificate

Possession of a valid California driver's license by date of appointment.

Possession of a Safety Inspection Certificate is desirable.

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12-20-17      Parks Project Technician