

SENIOR PARKS AND FACILITIES MAINTENANCE WORKER  
PART TIME, TEMPORARY

DEFINITION

To perform a variety of duties related to maintaining the City's natural resources, facilities, and property.

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

Under general supervision of an assigned supervisor:

Plan, prioritize, lead, and participate in the work of staff involved in a variety of duties in the construction, maintenance, and repair of park and recreation grounds and related facilities.

Develop schedules and methods to accomplish assignments ensuring all work is completed in a timely and efficient manner.

Participate in evaluating the activities of staff, recommending improvements and modifications.

Provide or coordinate staff training on aspects of assigned duties, equipment use, and safety; work with employees to correct deficiencies.

Review the work of assigned employee and contracted crews engaged; inspect work in-progress; train personnel in the safe and proper operation of a wide variety of tools and equipment used in the work.

Assess materials and labor needed to accomplish assigned jobs and estimate associated costs; ensure availability of supplies, materials, and equipment needed; purchase supplies and materials as necessary.

Maintain accurate work records related to parks/recreation gardening and maintenance work,

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.

Note and correct safety hazards; refer difficult problems/hazards for more advanced attention and recommend possible solutions.

Utilize proper safety precautions related to all work performed.

Promote and enforce safety procedures; render first aid and CPR, if certified, as required.

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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.

Independently complete work in a professional and efficient manner.

When assigned to Park Maintenance:

Operate park and landscape irrigation systems.

Perform playground safety inspections and repairs.

Repair and maintain park infrastructure

When assigned to Urban Forestry or Open Space Maintenance:

Perform tree hazard assessments

Perform invasive species inventories and audits

Perform natural resource assessments.

When assigned to Facilities:

Perform skilled facility maintenance and repairs.

Oversee facility rentals and programs

Assist facility renters with a variety of customer service needs.

MINIMUM QUALIFICATIONS

Knowledge of:

Agronomy, natural resource management, forestry, horticulture, and biology.

Principles of facility maintenance and management

Basic methods, tools, and equipment used in natural resource and grounds maintenance and facility maintenance.

Principles and practices of safety management.

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Practices and methods of public relations and customer service; techniques and principles of effective interpersonal communication.

### Ability to:

On a continuous basis, walk, stand, bend, squat, climb, kneel, twist, and reach while operating equipment and perform maintenance and/or construction activities; perform heavy manual labor; operate a variety of hand and power tools used in maintenance activities; know and understand maintenance operations, janitorial and/or construction projects, observe safety rules. Work outdoors in a variety of weather and environmental conditions.

Intermittently, analyze equipment problems; identify safety hazards; remember and locate equipment and tools; may interpret and explain work orders; sit while completing work papers; travel from job-site to job-site sitting in assigned vehicle or on equipment; lift or carry cement bags, fertilizer sacks and/or bags of chalk, tables and stages weighing 65 pounds or less.

Learn to perform semi-skilled tasks in a variety of maintenance activities.

Swim, if assigned to Park Maintenance-Aquatics.

Operate golf type vehicles, mowers and other power tools and maintenance equipment.

Understand and translate City policies and practices into everyday working practices; make sound decisions with solid problem solving methods.

Learn principles and techniques of first aid and artificial respiration.

Respond to emergency situations in a calm and effective manner; administer first aid and CPR, if certified.

Learn to identify problems regarding the facility and programs; refer difficult problems/irregularities for more advanced attention and recommend possible solutions.

Understand and carry out written and oral directions.

Communicate tactfully with customers.

Communicate effectively and concisely, both orally and in writing.

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

### Experience and Training

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Experience:

Two years of increasingly responsible experience performing maintenance work similar to that of a Parks and Facilities Maintenance Worker with the City of Roseville.

Training:

Equivalent to completion of the twelfth (12<sup>th</sup>) grade, GED, or higher level degree; additional course work and training in maintenance, agronomy, horticulture, forestry, natural resource management, electrical, plumbing, carpentry, janitorial or related field is highly desirable.

License or Certificate

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

Possession of CPR and First Aid certificates within six (6) months of hire.

Necessary Special Requirement

Must be 18 years of age or older.

01-01-22 Senior Parks and Facilities Maintenance Worker