

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:

Irrigate, mow, weed, trim, and fertilize lawns and landscaped areas; plant, water, and maintain various vegetation such as bushes, trees, flowers, shrubs, and lawns; trim and prune bushes, trees and shrubs; stake trees as necessary.

Check irrigation controller alarms; program, repair and replace as necessary; refer to appropriate staff for further attention.

Clear debris or leaves by raking or using power blowers to clear walkways, paths, playing fields, courts and other parks/recreational facilities.

Perform custodial tasks: clean and re-stock bathroom facilities; load brush trimmings, rubbish, paper, and trash onto trucks for appropriate disposal.

Apply herbicides, fungicides and pesticides in a safe and effective manner.

Inspect and repair playground equipment, picnic tables, barbecues and other related parks/recreational equipment; refer to appropriate staff for further attention.

Prepare and maintain athletic fields; drag, line and place base pegs. Install outfield fencing.

Set up and tear down materials and equipment for special events.

Utilize proper safety precautions and protective equipment related to work performed.

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

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

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.

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When assigned to Aquatics:

Monitor/Check swimming pool pumps, filters and related equipment; monitor and apply chemicals; refer to appropriate staff for further attention.

Perform facility inspections, clean pool surfaces and decks.

When assigned to Open Space Maintenance:

Assist in vegetation management; assist in tree care, creek, preserve and natural resource maintenance.

Operate tree care equipment such as chippers, stump grinders, power tools and other related equipment.

Renovate and maintain streambed areas including maintenance of trails and installation of vegetation and erosion control devices.

Maintain bike trails and on-ground temporary irrigation systems.

Perform general labor duties.

When assigned to Facilities:

Set up and break down meeting rooms according to supplied floor plans

Make minor repairs to site furniture and equipment

Perform custodial duties within and surrounding facilities

Assist facility renters with a variety of customer service needs.

MINIMUM QUALIFICATIONS

Knowledge of:

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.

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, mower and other maintenance power tools and 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.

Work outdoors in a variety of weather and environmental conditions.

Communicate effectively and concisely, both orally and in writing.

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

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Experience and Training

Experience:

None Required.

Training:

Education that ensures the ability to read and write at a level necessary for successful job performance.

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.

04-18-23

01-01-22 Parks and Facilities Maintenance Worker

01-01-21 Parks and Facilities Maintenance Worker/Senior Parks and Facility
Maintenance Worker

04-05-18

06-28-14 Parks and Facilities Maintenance Worker I/II/III