

Phelan Piñon Hills Community Services District

Job Description

JOB TITLE: Parks Maintenance Worker I & II

EXEMPT:	No	SALARY LEVEL PMW I:	2
DEPARTMENT:	Facilities & Maintenance	SALARY LEVEL PMW II:	6
REPORTS TO:	Parks Operations Supervisor		
APPROVED:	July 5, 2024		

SUMMARY:

Parks Maintenance Worker I:

Under close or general supervision, performs entry-level duties as assigned in maintenance and/or construction of District Parks, other recreational or landscaped areas; performs routine maintenance on buildings and facilities, landscape areas, playground equipment, parkways; opens/closes restrooms and facilities, janitorial cleaning including restocking of products at each facility; reports any facility problems, vandalism or illegal activities; empties refuse containers; light tree trimming or pruning; and performs related duties as assigned.

Parks Maintenance Worker II:

Under general or minimal supervision, performs a wide variety of skilled duties as assigned in park maintenance and/or construction of District Parks, other recreational or landscaped areas; opens/closes restrooms and facilities; responds to complaints from public; performs routine maintenance on buildings and facilities, landscape areas, playground equipment, parkways; provides general maintenance to landscape areas including but not limited to fertilizing, aerating, weeding, pruning, mulching, planting small trees, ground cover, shrubs and turf areas; provides irrigation repairs including irrigation heads, nozzles and setting controllers; light bulb replacement and other minor repair items including painting, small carpentry jobs, park equipment replacement, and general table repair; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The Parks Maintenance Worker I is the entry-level class in the Parks Maintenance Worker series. Initially, under immediate supervision, incumbents perform a variety of landscape maintenance, janitorial and custodial duties while learning District policies and procedures and becoming familiar with the variety of departmental systems and practices. As experience is gained, duties become more diversified and are performed under more general supervision. This classification distinguishes itself from the Parks Maintenance Worker II and III flex positions as those positions perform job duties at the journeyman level.

The Parks Maintenance Worker II is the journey-level class in the series, able to perform duties under general supervision. This class is distinguished from the lower classification of Parks Maintenance Worker I by the greater level of independence in which duties are performed; broader experience and working knowledge with irrigation systems, equipment operation, horticultural practices and basic building maintenance and construction practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (Responsibilities and duties may include, but are not limited to, the following)

Parks Maintenance Worker I

- Participate in the upkeep of public parks, parkways, buildings, grounds, and other landscaped areas.
- Clean buildings and facilities, landscape areas, playground equipment, bleachers, picnic tables and shade structures.
- Empty refuse containers.
- Clean and maintain tools and equipment used on the job.
- Observe safety rules.
- Perform routine playground safety checks.
- Perform routine manual labor.
- Clean and stock restroom products at each facility.
- Open and close restrooms and facilities by locking and unlocking doors.
- Edge, sweep, and rake public parks and landscape areas.
- Report any facility problems, vandalism or illegal activities to his/her immediate supervisor and/or the Sheriff's Department.
- Perform janitorial and cleaning of park areas.
- Perform other duties as assigned.

Additional Requirements for Parks Maintenance Worker II

- Fertilize, aerate, weed, prune, mulch, and cultivate landscaped areas; including small trees, ground cover, shrubs, and turf.
- Inspect and perform small simple maintenance of irrigation systems including sprinklers, valves, nozzles, heads, irrigation pipe breaks and set controllers to ensure safe and proper operation.
- Assist other crews or departments with special projects or events.
- Operate pickup trucks, backhoes, loaders, tractors, and other motorized vehicles and equipment.
- May explain tasks, assist in training, and provide oversight of subordinate employees or volunteers.
- May over seed or sod turf areas.
- Troubleshoot and repair irrigation systems.
- Performs routine playground safety checks.
- Follow up and complete assigned work orders.

CERTIFICATES, LICENSES, REGISTRATIONS, & SPECIAL REQUIREMENTS:

- A valid Class "C" California Driver's License
- Ability to maintain insurability under the District's Vehicle Insurance Policy.
- Ability to work extended hours, including nights, weekends, and holidays

EDUCATION AND/OR EXPERIENCE:

Requirements for Parks Maintenance Worker I:

- High school diploma, or equivalent required.

- General maintenance and/or janitorial work experience; or an equivalent combination of education and experience.

Additional Requirements for Parks Maintenance Worker II Class:

- Minimum of one (1) year experience in park maintenance working as a Park Maintenance Worker I or equivalent; or an equivalent combination of education and experience.

QUALIFICATION REQUIREMENTS:

The requirements listed below are representative of the knowledge, skill and/or ability required.

KNOWLEDGE OF:

Requirements for Parks Maintenance Worker I:

- Basic principles, safety regulations, techniques, tools, and equipment used in park maintenance and landscape projects as they apply to assigned responsibilities.
- Computer applications related to position.
- Geography and location of District parks.
- Codes, ordinances, and regulations pertaining to park maintenance and vehicle use.

Requirements for Parks Maintenance Worker II:

- Principles, safety regulations, techniques, tools, and equipment used in park maintenance and landscape projects as they apply to assigned responsibilities.
- Computer applications related to position.
- Geography and location of District parks.
- Codes, ordinances, and regulations pertaining to park maintenance and vehicle use.

ABILITY TO:

All Classes:

- Act professionally with officials and the public.
- Establish and maintain highly effective working relationships with those contacted in the course of work.
- Demonstrate an awareness and appreciation of the cultural diversity of the community.
- Safely and effectively operate District vehicles, tools, and equipment used in park maintenance.
- Complete and maintain accurate records and reports.
- Use written and oral communication skills.
- Read and interpret data, information, and documents.
- Maintain records and prepare clear and concise reports, records, and other written documentation.
- Operate a computer and use word processing, spreadsheets, database, and other business software.

- Analyze and solve problems.
- Observe and interpret situations.
- Use shop mathematics.
- Operate general standard office equipment.
- Deal with changing, intensive deadlines.
- Work independently and as part of a team.

TYPICAL PHYSICAL DEMANDS:

The physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

All Classes:

- Perform manual labor and work outdoors in varying weather conditions.
- Work in an environment with possible exposure to dust, dirt, fumes, vapors, noise, inclement weather, and significant temperature changes.
- May be exposed to high places, street/road traffic, toxic or caustic chemicals, and areas where there is a risk of electrical shock.
- Use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- Regularly lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.
- Climb, balance, stoop, kneel, crouch, crawl, walk, and smell while performing duties.
- Stand and walk for extended time periods and on uneven terrain.
- Hearing and vision within normal ranges with or without correction.
- Drive in all weather conditions.
- Write or use a keyboard to communicate through written means.