

CITY OF SOLVANG
JOB DESCRIPTION
PARK MAINTENANCE I

This is not an individualized job description. It defines the general character and scope of responsibilities. It is not intended to describe and does not necessarily list every duty for a position.

DEFINITION

Under the direct supervision of the Director of Parks and Recreation, performs landscape maintenance at City Parks, Open Space, Parking Lots, and City facilities. This is considered an apprentice level position. Positions in this class usually perform some of the duties required of the Parks Maintenance II position, but are not expected to function at the same skill level and usually exercise less independent direction and judgment on matters related to work procedures and methods. Responsibilities include performing unskilled, semi-skilled, and skilled landscape work related to parks and public facilities. May need to work flexible hours (depending on weather), and may require rotating weekend work. This position will, from time to time, perform routine assignments for different departments on an as needed basis.

LICENSE REQUIRED

Possession of an appropriate valid California driver's license.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

Provides skilled and unskilled maintenance work related to parks and other public facilities, such as:

CUSTOMER SERVICE

- Represents the City and provides general information and assists the general public, City staff, outside groups, agencies and vendors as needed.
- Participates as an active team member in helping other departments and staff in the City as needed on special projects, or during peak times.
- Assists the Recreation staff with community events/programs as needed.

LANDSCAPE MAINTENANCE

- Landscape maintenance, to include mowing, cultivating, pruning, weeding, renovating, and fertilizing grass, plants, trees, flowers and shrubs.
- Operate power mowers, chain saws, rototillers, aerators, hedgers, spreaders, edgers, air compressors and other power tools and equipment.
- Operate loader/backhoe, dump truck, and other City vehicles and equipment.

IRRIGATION SYSTEM MAINTENANCE

- Install, maintain, and repair irrigation systems.
- Performs routine inspections of all systems to ensure proper working order to prevent leaks and/or excessive irrigation.

PARK/OPEN SPACE MAINTENANCE

- Cleaning and sanitizing park restrooms using industry standard techniques.
- Preparing and maintaining athletic fields and athletic activity areas, to include (but not limited to) striping fields.
- Maintain in proper working condition (to include minor repairs): fences, benches, drinking fountains, sidewalks, skate park, tennis courts, softball field, and sand volleyball courts.

- Empty and clean trash receptacles located throughout City parks and open space.

SAFETY

- Utilize safe work procedures necessary to protect the employee, fellow workers and the public.
- Maintain service records for equipment and materials as appropriate.

OTHER

- Carry a mobile phone while on standby duty, which is a 7-day, 24 hour shift that rotates between staff in the Parks and Recreation and Maintenance departments.
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS

- Must meet the physical requirements necessary to safely and effectively perform required duties.
- Ability to develop the knowledge necessary for the use, function, operating characteristics, maintenance requirements, and basic repair of a variety of maintenance equipment.
- Demonstrated knowledge of methods, materials, and practices utilized in park and landscape maintenance.
- Very good oral and written communication skills including techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The ability to establish and maintain effective work relationships. Ability to work independently.
- Ability to respond to work site for emergencies within 30 minutes of call/notification.
- Must successfully pass a background check.

PREFERRED REQUIREMENTS

- Six months or more experience in groundskeeping and landscape maintenance.
- Demonstrated experience with operating power tools and equipment.

PHYSICAL DEMANDS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

Strength: Medium – Exert force of 25–50 pounds occasionally, or 10–25 pounds frequently or 10 pounds constantly to lift, carry, push, pull, or move objects. Frequently stand or walk, bend, stoop, crouch, push/pull, twist at the waist, handle, grip, grasp, reach above at or below shoulder level. Occasional sit, crawl, kneel climb stairs, ladders and scaffolding, fingering. Frequent extension of the neck from side to side, occasionally downward and upward. Driving a motor vehicle, with and without passengers.

Vision: Visual acuity sufficient to perform the essential functions of the position; average depth perception needed.

Communication: Ability to effectively verbally communicate to exchange information both in the field and in an office environment, to hear and comprehend oral instructions and

communications, and to effectively hear construction and traffic noise in the field.

ENVIRONMENTAL CONDITIONS

Work occasionally indoors and frequently outdoors; Frequently works around machinery; Frequent exposure to excessive noises; some exposure to water, chemicals, hazardous materials, and noise; heavy lifting/moving, remaining stationary, climbing. May work at heights, in confined spaces, and in inclement weather conditions; Occasional exposure to extreme temperatures, dust fumes, smoke, gases, odors, chemicals, solvents, grease, or oil, flames/smoke, slippery or uneven walking surfaces; Rarely works at unprotected heights; Occasional use of computer. Frequently drives or operate vehicles/equipment; Works both alone and with others; Work in parks, buildings, water distribution, wastewater collection system, and wastewater treatment plant environments.

EDUCATION

High School diploma or GED required.

EXPERIENCE

Equivalent experience and education to meet the minimum requirements.

This is to acknowledge that I have received a copy of this job description and understand its contents.

Employee Signature

Date