

**CITY OF SOLVANG
JOB DESCRIPTION
PARK MAINTENANCE II**

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 of City Parks, Open Space, Parking Lots, and City facilities. This is considered a senior level position and requires prior experience in the field. Appointment to this level requires the employee be performing substantially the full range of duties for the class. Responsibilities include skilled landscape work related to parks and public facilities. This position will from time to time, perform routine assignments for different departments on an as needed basis. May need to work flexible hours (depending on weather), and may require rotating weekend work. This level may be expected to train less experienced staff. Typically, oversees day-to-day operations.

SUPERVISION RECEIVED AND EXERCISED

- Receives general direction from Director of Parks and Recreation
- Provides oversight and training for Parks Maintenance I or other entry level staff.

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.
- Respond to customer complaints and requests for parks related services; discuss service requests with the public in the field and resolve problems.
- 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 fertilizers, 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.
- Prepare daily reports detailing daily production and work activities performed; track materials used in activities and equipment needed to perform duties.
- Establish schedules and methods for providing maintenance services; identify resource needs; review needs with appropriate staff; allocate resources accordingly.
- Authorize purchases for operational materials; ensure equipment is purchased in compliance within established guidelines.

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.
- Order supplies for park restrooms and all landscape supplies.
- Schedules meetings with vendors and salesmen in order to purchase all necessary supplies, equipment and service.
- Create and submit purchase requisitions as required.
- Empty and clean trash receptacles located throughout the City parks and open space.
- Maintain in proper working condition (to include minor/major) repairs, fences, benches, drinking fountains, sidewalks, skate parks, tennis courts, softball field, and sand volleyball courts.

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 Park and Recreation and Maintenance Departments.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Meets the physical requirements necessary to safely and effectively perform required duties.
- Working knowledge of the skills necessary for the basic operation and maintenance of light and heavy equipment.
- Working 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.
- Knowledge of safe work procedures necessary to protect the employee, fellow workers and the public.
- Ability to work independently in the absence of supervision.
- Basic math skills.
- Knowledge of basic record keeping and report preparation techniques.
- Ability to respond to work site for emergencies within 30 minutes of call/notification.
- Must successfully pass a background check.

PREFERRED REQUIREMENTS

- AA Degree in Environmental Horticulture or related field
- Pesticide applicator license
- Certified Arborist/Urban Forester
- Two or more years of landscaping/grounds keeping maintenance experience

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 remain in a stationary position, or in motion; bend, stoop, crouch, push/pull, twist at the waist, handle, grip, grasp, reach above at or below shoulder level. Occasionally 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, remaining stationary, moving, standing, climbing. May work at heights, in confined spaces; and in inclement weather conditions. Occasional exposure to extreme temperatures, dust fumes, smoke, gases, and odors, chemicals, solvents, grease, or oil, flames/smoke, slippery or uneven walking surfaces. Rarely work at unprotected heights; occasional use of computer. Frequently drives or operates vehicles/equipment; Work 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

A minimum of two years of supervisory responsibilities in the general field of landscape maintenance, including the operation of light or heavy equipment.

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

Employee Signature

Date