

**CLASSIFICATION SPECIFICATION FOR:  
PARKS & MAINTENANCE WORKER TRAINEE  
PARKS & MAINTENANCE WORKER**

*Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.*

**FLEXIBLY STAFFED SERIES**

This is a flexibly staffed series, meaning that incumbents may be promoted by successfully demonstrating the ability to perform competently at the required level and by meeting the qualifications for the next higher class. Promotion to a higher level is not automatic or guaranteed. For more information, refer to the Town's Administrative Policy on Flexibly Staffed Classifications.

**POSITION SUMMARY**

Incumbents in this series perform a variety of semiskilled and skilled tasks in the maintenance of streets, street medians and park grounds, storm lines and related public works installations, and equipment and buildings in a designated geographical area; and to perform related duties as assigned. Parks & Maintenance Worker Trainee is the entry level of the parks and maintenance worker job class. Parks & Maintenance Worker is the next step in the series from Parks and Maintenance Worker Trainee. Employees in this class are differentiated from the trainee class by experience and possession of a Class A or Class B Drivers License.

**ESSENTIAL FUNCTIONS STATEMENTS**

**PARKS & MAINTENANCE WORKER TRAINEE:**

1. Assist in the maintenance of medians, grounds, equipment and facilities in a designated geographical area. Water, weed, apply pesticides, prune, empty trash containers and perform minor repairs and custodial maintenance to restrooms.
2. Assist in the maintenance and repair of sprinkler systems, plumbing fixtures and light standards.
3. Assist in locating the proper storm lines through maps, operate rodding and flushing equipment.
4. Paint traffic messages on curbs, pavements and crosswalks. Fabricate and paint street signs and may mark streets for the painting of traffic lines.
5. Perform manual work on maintenance, repair and construction projects such as street patching and resurfacing, concrete finishing, and installation of guardrails, retaining walls, and storm lines, building of concrete installations, installation of metal fences, painting, and fabrication shelves, bins, playground and exercise equipment.
6. Set up traffic control devices and assist in the direction of traffic.

7. Use a variety of hand and power tools and operate light motorized equipment.
8. May operate a variety of light and medium equipment, including but not limited to: pick-up trucks, loaders, rollers and street sweepers, dump trucks, power mowers, sprayers, tractors, and lift trucks.
9. May assist in making minor repairs to tools, parts and materials.
10. May assist in making wooden signs, using router, planer, table saw, and drill press.
11. As assigned, work extended or irregular hours, storm patrol and emergency repair work.
12. Performs related duties and responsibilities as required.

#### **PARKS & MAINTENANCE WORKER:**

1. Maintain all medians, grounds, equipment and facilities in a designated geographical area. Water, weed, apply pesticides, prune, empty trash containers and perform minor repairs and custodial maintenance to restrooms.
2. Maintain the repair of sprinkler systems, plumbing fixtures and light standards.
3. Serve as the leader of the sewer cleaning crew. Locate the proper storm lines through maps, operate rodding and flushing equipment and instruct and direct the work of a helper.
4. Serve as the leader of a paint crew. Paint traffic messages on curbs, pavements and crosswalks and instruct and direct the work of a helper. Fabricate and paint street signs and may mark streets for the painting of traffic lines.
5. Perform the more skilled manual work on maintenance, repair and construction projects such as street patching and resurfacing, concrete finishing, and installation of guardrails, retaining walls, and storm lines.
6. Assist in a variety of maintenance and construction projects including building of concrete installations, installation of metal fences, painting, and fabrication of walls, shelves, bins and playground and exercise equipment.
7. Set up traffic control devices and directs traffic; takes all necessary precautions to safeguard crew members, the general public and property.
8. Use a variety of hand and power tools and operate light motorized equipment.
9. Operate a variety of light, medium and some heavy equipment, including but not limited to: pick-up trucks, loaders, rollers and street sweepers, dump trucks, power mowers, sprayers, tractors, and lift trucks. May occasionally operate heavier or more complex equipment such as backhoes.

10. Maintain a supply and inventory control system, which includes the issuance of tools, parts and material to other personnel.
11. Make minor repairs to tools, parts and materials.
12. Make wooden signs, using router, planer, table saw, and drill press.
13. As assigned, work extended or irregular hours in the performance of storm patrol and emergency repair work.
14. May serve as a lead worker over small crews of part-time or temporary personnel.
15. Performs other work-related duties as assigned.
16. May operate welding equipment in connection with the above duties.
17. May regularly direct the work of a helper or occasionally lead a small crew.
18. Performs related duties and responsibilities as required.
19. Provide oversight of work release program attendees as required.

### **REQUIRED EDUCATION, EXPERIENCE AND TRAINING**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### **PARKS & MAINTENANCE WORKER TRAINEE:**

Experience: One (1) year of construction and maintenance experience related to streets and roads, or park maintenance, including operation of light motorized equipment.

Education: Completion of the twelfth grade or equivalent.

#### **PARKS & MAINTENANCE WORKER:**

Experience: Two years of construction and maintenance experience related to streets and roads, or park maintenance, including operation of light motorized equipment.

Education: Completion of the twelfth grade or equivalent.

Possession of a Class A or Class B Drivers License in the state of CA is required.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

### **PARKS & MAINTENANCE WORKER TRAINEE:**

Knowledge of:

- Techniques, materials, tools and equipment used in public works and parks maintenance and construction.
- Light motorized equipment.
- Plant identification, pesticides, fertilizers, techniques, tools, chemicals and equipment used in park maintenance.
- Automatic sprinkler system operations.
- Safe work practices.

Ability to:

- Effectively and safely perform heavy physical labor
- Use a variety of hand and power tools and operate light motorized equipment
- Work in inclement weather
- Work extended or irregular hours
- Understand and follow verbal and written instructions
- Establish and maintain effective working relationships with other Town personnel and with the public
- Safely lift a minimum of 60 pounds
- Conduct work in a safe manner in accordance with established practice

Each of these essential tasks must be performed individually and unassisted by other persons, since this class of employment requires an ability to work alone.

### **PARKS & MAINTENANCE WORKER:**

Knowledge of:

- Techniques, materials, tools and equipment used in public works and parks maintenance and construction
- Light motorized equipment
- Plant identification, pesticides, fertilizers, techniques, tools, chemicals and equipment used in park maintenance
- Automatic sprinkler system operations
- Safe work practices

Ability to:

- Effectively and safely perform heavy physical labor
- Use a variety of hand and power tools and operate light motorized equipment
- Work in inclement weather
- Work extended or irregular hours
- Understand and follow verbal and written instructions
- Accurately maintain basic records
- Direct the work of other employees.
- Establish and maintain effective working relationships with other Town personnel and with the public.

- Safely lift a minimum of 60 pounds.
- Conduct work in a safe manner in accordance with established practice.

Each of these essential tasks must be performed individually and unassisted by other persons, since this class of employment requires an ability to work alone

### **DESIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Pest control applications certificate
- Backflow prevention assembly certification

### **PHYSICAL DEMANDS**

Employees must be able to maintain physical condition necessary for sitting, walking, and standing for extended periods of time; some stooping, crawling, crouching, and climbing; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties.

### **WORK ENVIRONMENT**

Employees work outdoor; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, traffic, and inclement weather conditions.

**FLSA:** Non-exempt

### **PROPERTY INTEREST:**

This classification is represented by AFSCME, Local 101.