

CITY OF OAK HARBOR

JOB DESCRIPTION

Job Title: *Parks Specialist I*
Department: *Public Works*
Reports To: *Lead Parks Specialist*
Status: *Non-exempt /Union*

Job Summary:

Perform the regular and recurring Parks maintenance, installation and/or repair work in a highly visible environment with responsibility for rounds, mowing, weeding and day-to-day maintenance. Assist with construction and remodeling projects and equipment operations, as well as assisting on special events related to clubs, leagues, community organizations, customer service and parks administration functions. Duties, with training, include customer service and work on special projects and other tasks associated with parks services. The Parks Specialist I recognizes training and skill development opportunities needed in specialized parks and facilities functions as well as other public works divisions to obtain certifications.

Essential Job Functions:

1. Attend morning meetings and other startup activities. Help safety check equipment, tools and vehicles.
2. Plant and maintain grass turf areas, trees and shrubs as directed. Pull weeds, prune shrubs, mow grass and edge sidewalks.
3. Water plants and grass areas in parks and other designated areas according to schedule.
4. Rake and stripe park ball fields as assigned. Maintain and repair ball fields including fencing, play equipment and restroom facilities.
5. Manually apply pre-mixed fertilizers, insecticides and other chemicals to turf areas, trees and shrubs as directed and authorized. Assist in mixing applications.
6. Assist in building and inspecting park facilities and equipment. Make authorized repairs as necessary.
7. Assist in installing, repairing and maintaining sprinkler systems, and perform cleaning and line testing as directed.
8. Assist in constructing new parks and landscaped areas as directed.
9. Assist in performing project work involving painting, pouring concrete, replacing windows and signs, installing fences, plumbing and basic electrical repairs as directed.
10. Respond to questions from the public in a courteous manner within your scope of knowledge or refer to appropriate parties.
11. Help plan, setup and clean parks facilities and playgrounds for events such as Independence Day, Race Week and other holidays.
12. Perform parks rounds duties such as cleaning and maintaining kitchen and restroom facilities, litter control and garbage pick up, light replacements, inspections and keeping supervisors informed of work needs.
13. Perform parks and public works training duties including cross training and special projects to gain knowledge and skills with equipment, the City's parks and other facilities, problem solving, computer systems, and customer service.
14. Operate a wide variety of equipment including hand tools, power tools and specialized equipment to gain proficiency or perform job duties.
15. Assist in cash collections. Verify receipts for RV Park, coin boxes, etc.
16. Establish and maintain cooperative and effective working relationships with supervisors, co-workers, other departments and the general public using good judgment to resolve customer complaints in a positive and timely manner using tact and courtesy.

Associated Job Functions:

1. Attend various workshops, on the job training sessions and vendor workshops.
2. Perform other duties and responsibilities as assigned.

Performance Requirements (Knowledge, Skills and Abilities):

- Ability to learn and retain information pertaining to numerous parks locations and facilities.
- Gain a working knowledge of parks landscaping/plants, construction/maintenance, repair practices/techniques, as well as public works operations, maintenance, customer service and other functions.
- Ability to follow oral instructions and read and interpret written instructions.
- Knowledge of English, spelling, grammar, vocabulary, punctuation and mathematics.

- Ability to reason and use good judgment.
- Ability to perform basic computer data entry and retrieval functions.
- Ability to perform work independently in accordance with sound safety practices.
- Ability to work cooperatively with co-workers and the general public.
- Ability to assess and respond to customer complaints using good judgment, tact and courtesy.
- Ability to maintain daily log and write reports.
- Ability to utilize a variety of hand and small power operated tools, vehicles, and equipment such as shovels, pressure washers, picks, rakes, crowbars, radios and mowers.
- Ability to learn to proficiently operate specialized equipment such as sprayers, sprinklers, chain saws, portable asphalt/concrete saws, gas powered compactor, tractor mowers, boom mowers, single and tandem axle dump trucks, trailers, tractors, front end loaders and backhoes.

Working Environment and Physical Demands:

Work is typically performed outdoors under dirty, smelly, uncomfortable, noisy and hazardous traffic conditions in all types of weather conditions. Work requires manual dexterity, hearing and visual acuity, and the ability and stamina to perform heavy manual labor during a work shift. Work requires crawling, climbing, bending, twisting, stooping, kneeling, operating equipment and moving items in excess of 50 pounds. Work may involve exposure to hazardous chemicals or bloodborne pathogens and requires appropriate safety precautions. Weekend and after-hours work is sometimes required as well as after-hours response to situations and emergencies.

Experience and Training Requirements:

- High school graduation or GED equivalent, *and*
- One (1) year of general labor or building experience, with customer service duties and problem solving.
- Must obtain and maintain CPR and Industrial First Aid Certification within six (6) months of hire date.
- Must obtain and maintain Washington State Department of Transportation certification in flagging, traffic control and safety within six (6) months of hire date.
- Ability to obtain other specialized certifications in specific areas of work.
- Valid Washington State Driver's License and a good driving record.
- Must have valid Commercial Driver's License (CDL) Class B, including Medical certification at time of hire.
- Must pass a Criminal Background and Drivers Abstract check prior to hire.
- Must pass drug screening at time of hire and periodically thereafter at the City's discretion.

A combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential job functions may be considered.

Established: Hulbert, 95

Revised: NWM/HR 08/06, PW/HR 01/10, HR 03/12, HR 12/14

FLSA: Non-Exempt

Salary Range: --

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.