

CITY OF OAK HARBOR

JOB DESCRIPTION

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

Job Summary:

The Parks Specialist II performs specialized parks and facilities maintenance, remodeling, construction, horticulture, and equipment operations as well as special event, club, league, community, customer service, and parks administration functions. Duties include application of specialty parks-related skills to perform parks rounds, playground inspections, sign maintenance, mowing and weeding, fertilizer and chemical spraying, parks construction, and community group liaison. The position works independently, as a crew lead or team member, and may provide training to new employees, community service, inmate, or seasonal workers. The Specialist II designation is intended to reflect specialty skills of a journey level worker.

Essential Job Functions:

Work activities involve multiple skills and may include any or all of the following, depending on area of assignment, crew needs, emergency services, special projects, and seasonal factors:

1. Assist the lead parks specialist in day-to-day planning, meetings, parks administration, and project services, and help coordinate activities with other divisions and departments, clubs and leagues, contractors, and other persons.
2. Plan, setup and cleanup parks facilities and playgrounds for events such as Independence Day, Race Week, tournaments, and other holidays.
3. Perform parks rounds duties such as cleaning and maintaining kitchen and restroom facilities, litter control and garbage pick up, light replacements and inspections, and provide communications and reports.
4. Coordinate and perform day-to-day parks maintenance services such as mowing, weeding, plant and turf maintenance, raking and striping, sign maintenance, irrigation and watering, repairs or pruning.
5. Coordinate and perform parks and facilities projects and be responsible for job layouts, designs, fabrications, construction, rebuilds, maintenance, and inspection functions involving specialty skills such as painting, irrigation, horticulture, concrete work, or equipment operations.
6. Perform vegetation control using boom mower, boom truck, flail mower and chain saws or by using herbicides and pesticides. Use spray equipment in accordance with state guidelines.
7. Assist in training and developing parks specialists and serve as a resource, for example, on equipment operations, safety, chemical applications, plant selections; works closely with sports leagues, neighborhood and community groups, and garden club.
8. Operate parks and public works equipment units and be responsible for equipment servicing. Perform operator-level preventive maintenance checks of assigned vehicles and equipment.
9. Respond, with the Parks Lead, to emergency service matters; help coordinate parks activities with other divisions as well as fire, police, and other agencies.
10. Respond to customer, club, league, and public inquiries and oversee or perform duties such as assessing concerns or complaints, problem solving and follow-up with customers or the public, other parks specialists, supervisory personnel or contractors.
11. 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.
12. Provide training and direction for inmate crews, community service workers, and seasonal workers.
13. Maintain the City's tree inventory and monitor the health and safety of open spaces.
14. Direct and perform designated duties of the Parks Lead, when appropriate, in handling day-to-day RV Park and other receipts, complaints, reports, and coordination with other divisions and departments.

Associated Job Functions:

1. Attend various workshops, continuing education, meetings, seminars, and conferences.
2. Perform other duties and responsibilities as assigned.

Performance Requirements (Knowledge, Skills and Abilities):

- Knowledge of parks and facilities construction, maintenance and repair practices and techniques and applicable local, State and Federal regulations.
- Knowledge of and specialty skills in electrical, plumbing, building, horticulture, sign fabrication and/or playground setup and maintenance.
- Knowledge of and ability to apply skills to resolve unusual or irregular problems that may occur, and to contribute suggestions for improvements in parks operations, equipment, systems, and procedures.
- Ability to post and establish safe work zones in public places using proper signing and flagging requirements.
- Good judgment, skills and abilities to perform designated duties of the lead, work independently or as a crew member, and ability to train new employees, inmates, community service, or seasonal workers.
- Ability to read and interpret written instructions, City ordinances and regulations regarding standards and safety requirements. Also ability to read and interpret basic blue prints, specification and maps.
- Ability to perform maintenance management system data entry and retrievals using a personal computer and department software.
- Knowledge of English, spelling, grammar, vocabulary, punctuation and mathematics.
- Ability to maintain daily log and write reports.
- Ability to assess and respond to customer service problems.
- Ability to enforce, interpret and apply written and oral instructions as well as City ordinances and applicable regulations and standards.
- Ability to represent the Lead, Operations Manager and crews with other workers, customers, and the general public, and serve as a resource on complex, critical, and sensitive problems, issues and complaints.
- Ability to utilize a variety of specialized parks and public works department equipment.
- Ability to maintain Parks Specialist I performance requirements.

Working Environment and Physical Demands:

Work is primarily performed outdoors under dirty, uncomfortable, noisy and hazardous conditions, and in all types of weather conditions. Some office work is required. Work requires manual dexterity, hearing and visual acuity, and the ability and stamina to perform heavy manual labor; crawling, climbing, bending, twisting, stooping, kneeling, operating equipment and moving items in excess of 50 pounds, and to maintain such activities throughout a work shift. Work may be performed in elevated areas using fall restraints or other safety equipment; may involve risk of exposure to hazardous chemicals or bloodborne pathogens. 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 other workshops and training, **and**
- Three (3) years increasingly responsible parks maintenance experience **with** at least two (2) years in City parks, including customer service experience, **and**
- Working knowledge of parks equipment, operations, regulatory, safety, training and specialty functions such as required for landscape maintenance, parks development, and community relations.
- Must have and maintain a pesticide/herbicide application certificate.
- Must be able to obtain and maintain training and other certifications in specific areas of work as necessary.
- Must obtain and maintain Washington State Department of Transportation certification in flagging, traffic control and safety, as well as CPR and Industrial First Aid certification within six (6) of hire date.
- Must pass a Criminal Background and Drivers Abstract check prior to hire.
- Valid Washington State Driver's License and a good driving record.
- Must have valid Commercial Driver's License (CDL) Class A with a tanker endorsement, including Medical Certification, at time of 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.

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.