

County of Humboldt Job Specification
PARKS MAINTENANCE TECHNICIAN I/II
Classification 0272



DEFINITION

Under immediate (Parks Maintenance Technician I) to general supervision (Parks Maintenance Technician II), performs skilled to semiskilled work in the repair, operation, and maintenance of parks and facilities, including campgrounds, parking areas, access points and trailheads, trails, playgrounds, and county-owned recreational lands; performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Parks Maintenance Technician I) to general (Parks Maintenance Technician II) supervision, from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Parks Maintenance Technician I: This is the entry-level classification in the parks technician series. Initially under close supervision, incumbents learn and perform routine care and maintenance of park grounds and facilities. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Parks Maintenance Technician II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Parks Maintenance Technician II: This is the fully qualified journey-level classification in the Parks Maintenance Technician series. Positions at this level are distinguished from the Parks Maintenance Technician I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Parks Maintenance Technician classification series are flexibly staffed and positions at the II level are typically filled by advancement from the I level after gaining the knowledge, skill, and experience which meet the qualifications for, and after demonstrating the ability to perform the work of, the higher-level classification.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignment of different positions.

Some duties, knowledge, skills, and abilities may be performed in a learning capacity for entry-level (I Level) positions.

- Maintains park grounds; constructs and maintains trails and pathways; removes and trims trees; mows and trims landscaped areas and road/trail shoulders; clears debris and repairs storm damage; hauls equipment and materials with trailers.
- Maintains and operates park facilities such as buildings, water systems, wastewater systems, gates, fences, signage, roadways; parking areas, and playgrounds; performs a variety of semi-skilled duties (e.g., carpentry, plumbing, electrical, painting); troubleshoots and performs basic repairs; coordinates with contractors for specialized repairs; splits wood for campground firewood sales.
- Collects fees; patrols parks and recreational areas; locks buildings and gates; responds to emergencies, safety hazards, visitor conflicts, and incidents of inappropriate conduct; coordinates with law enforcement and emergency responders.
- Provides information to park users regarding facilities, rules, fees, natural features, and local attractions; responds to questions and complaints; facilitates special events by community organizations.
- Performs custodial duties for parks facilities including cleaning restrooms, sweeping and mopping floors, re-stocking restrooms and other park buildings, processing trash and recycling.
- Inspects assigned areas; corrects or reports safety hazards; responds to dumping, littering, and graffiti; cleans and repairs vandalized property.
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- Operates a variety of hand and power tools and equipment such as riding mowers, tractors and attachments, chain saws, weed eaters, wood splitters, pressure washers, blowers, hedge trimmers, cutting torch, angle grinder, and other hand tools.
- Performs routine maintenance of equipment, vehicles, and tools; coordinates specialized maintenance with contractors or motor pool; maintains supplies and materials; maintains maintenance shop and storage areas.
- Prepares basic records and reports of daily work performed and incidents, coordinates with management and administrative staff.
- Responds to emergency situations during off hours as required.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic methods, tools, equipment, and materials used in the maintenance and repair of park grounds, landscapes, and facilities.
- Safe operation of hand tools and engine powered equipment.
- Principles and practices of general maintenance and construction.
- Methods, techniques, and materials used in cleaning facilities.
- Safe work methods and safety regulations pertaining to the work.

- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language to effectively perform the work.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform routine maintenance and repair tasks for park and trail facilities.
- Safely and effectively operate a variety of park, landscape, and building maintenance tools and equipment.
- Communicate effectively with co-workers and members of the public and de-escalate potential conflicts.
- Participate on project teams to accomplish large, complex projects. Independently organize work tasks, manage priorities, meet critical deadlines, and follow-up on assignments.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Understand and interpret verbal and written instructions and directions.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications:

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

Equivalent to completion of the twelfth (12th) grade.

and

Park Maintenance Technician I: Six (6) months training and/or experience in park and trail maintenance, facility maintenance, or the equivalent.

Park Maintenance Technician II: Two (2) years of experience in maintenance work at a level equivalent to the County's class of Park Maintenance Technician I.

Licenses and Certifications:

- Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.

PHYSICAL DEMANDS

- Mobility to work in the field; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and park maintenance equipment, and to operate a motor vehicle and visit various County sites.
- Strength and stamina to perform medium to heavy physical work; to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.
- Vision to inspect park facilities and grounds.
- Fieldwork requiring frequent walking in operational areas to identify problems or hazards.
- Finger dexterity to operate and repair tools and equipment.
- Wear and use proper Personal Protective Equipment (PPE).

ENVIRONMENTAL CONDITIONS

- Field work with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ADDITIONAL REQUIREMENTS

Some departments may require pre-employment screening measures before an offer of employment can be made (i.e. background screening, physical examination, etc.).