

**County of Humboldt Job Specification**  
**SENIOR PARKS MAINTENANCE TECHNICIAN**  
**Classification 0265**



**DEFINITION**

Under direction, plans, assigns, directs, reviews, and participates in the work of staff performing 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; assists the Parks Maintenance Supervisor in the direction of the County's maintenance and repair program for parks, recreational areas, and facilities; troubleshoots problems and recommends solutions; and performs related work as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Parks Maintenance Supervisor. Exercises technical and functional direction over and provides training to lower-level staff. Exercises no direct supervision over staff.

**CLASS CHARACTERISTICS**

This is the advanced journey-level classification in the Parks Maintenance Technician series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from the Parks Maintenance Supervisor in that the latter is the full supervisory classification for the Countywide parks and trails maintenance program with responsibilities for the supervision and evaluation of assigned staff.

**EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignment of different 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 to work sites.
- Maintains and operates park facilities such as buildings, water systems, wastewater systems, gates, fences, signage, seasonal dams, fish ladders, roadways, parking areas, and playgrounds; performs a variety of semi-skilled and skilled duties (e.g., carpentry, plumbing, electrical, painting); performs concrete work; splits wood for campground firewood sales; collects water samples for laboratory testing.
- Assists with planning, estimating costs and labor hours, coordinating logistics, and implementing a variety of maintenance and repair projects.

- Assists with coordinating contractors, inspectors, and engineers for implementation of contracts for park repair and improvement projects.
- Researches and obtains bids and make recommendations for major purchases of household supplies, tools, equipment, and materials and hiring of contractors.
- Collects fees; patrols parks and recreation areas to enforce park rules and regulations; responds to emergencies, safety hazards, visitor conflicts, and incidents of inappropriate conduct; coordinates with law enforcement officers and emergency responders.
- Performs routine maintenance of equipment, vehicles, and tools; coordinates specialized maintenance with contractors or motor pool; monitors and maintains the inventory of tools, supplies, and materials; maintains maintenance shop and storage areas.
- Prepares oral and written reports concerning the condition and functioning of overall park systems.
- Disseminates work related information to Parks Maintenance Technicians and participates in and provides technical assistance relating to troubleshooting and repairing a wide variety of existing facility systems, such as electrical, plumbing, irrigation, drainage, roads, and building structures.
- Recruits and makes recommendations for hiring seasonal workers.
- Trains, directs, assigns work schedules, and reviews and evaluates the work of multiple seasonal workers.
- Coordinates the recruitment and training of multiple volunteer camp hosts.
- Facilitates preparation of agreements with and serves as liaison to volunteer camp hosts; evaluates and reports on the performance of volunteer camp hosts.
- 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.
- Inspects assigned areas; corrects or reports safety hazards; responds to dumping, littering, and graffiti; cleans and repairs vandalized property.
- Operates and maintains a variety of hand and power tools and equipment, including mowers, chainsaws, weed eaters, wood splitters, pressure washers, blowers, hedge trimmers, cutting torch, angle grinder and other hand and shop tools used in the building trades; operates trucks, trailers, and tractors with attachments.
- Performs custodial duties for parks facilities including cleaning restrooms, sweeping and mopping floors, re-stocking restrooms and other park buildings, processing trash and recycling.
- Observes safe work methods and uses safety equipment; secures worksites from hazards as necessary; attends and conducts safety meetings.
- Prepares basic records and reports of daily work accomplished and incidents; coordinates with management and administrative staff.
- Responds to emergency situations during off hours as required.
- Performs other related duties as assigned.

*The requirements listed below are representative of the knowledge and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

## **QUALIFICATIONS**

**Knowledge of:**

- Principles of providing functional direction and training.
- Materials and equipment used in the maintenance, repair, and installation of park grounds, landscapes, and facilities.
- Basic work methods, tools, and techniques as related to painting, plumbing, carpentry, electrical, and cement work.
- Methods and techniques for operating and maintaining water and wastewater systems.
- Methods and techniques for repairing and maintaining equipment and tools.
- Methods and techniques of maintaining the safety of parks, trails, and campgrounds.
- Principles and practices of general maintenance and construction.
- Methods, techniques, and materials used in cleaning public use facilities.
- Basic principles of purchasing and mathematics.
- Basic principles and procedures of recordkeeping.
- Fundamental practices and techniques for the testing, maintenance, and repair of potable water system components.
- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility.
- Safe work methods and safety regulations pertaining to the work.
- 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:**

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Perform a range of routine and complex maintenance and repair tasks.
- Identify park maintenance and administrative problems, evaluate alternatives, and recommend effective courses of action.
- Safely and effectively operate a variety of park, landscape, and building maintenance tools, equipment, and systems.
- Communicate effectively with co-workers and members of the public and de-escalate potential conflicts.
- Plan, coordinate, and participate on project teams to accomplish large, complex projects.
- Make accurate arithmetic calculations.
- 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.
- 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 (12<sup>th</sup>) grade

**and**

Three (3) years of experience in parks, facilities, and/or landscape maintenance work at a level equivalent to the County's class of Parks Maintenance Technician II.

**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.
- Some positions require possession of, or ability to obtain, a Grade I Water Distribution certificate issued by the State of California.

**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.).