



# City of Watsonville

## Job Description

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<b>JOB TITLE:</b>	Park Maintenance Aide-Hourly	<b>APPROVED:</b> Jan 2019
<b>DEPARTMENT:</b>	Parks and Community Services	<b>SUPERSEDES:</b> Laborer
<b>REPORTS TO:</b>	Assigned Supervisory or Management Personnel	
<b>SUPERVISION:</b>	N/A	
<b>EMPLOYEE UNIT:</b>	N/A	
<b>FLSA :</b>	Non-Exempt	

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### JOB SUMMARY:

To assist with general grounds upkeep, gardening, and landscaping functions in the maintenance of City parks and public grounds, including cleaning and maintaining public structures and operating and maintaining grounds equipment and tools. Previous landscaping and maintenance experience along with weekend availability are highly desirable. Employees in this position will receive moderate supervision within a framework of standard policies and procedures but are expected to work with limited supervision at times and may be assigned to work in different areas throughout the city. Responsibilities include mowing, pruning, weeding, restroom cleanup, graffiti removal, sport field setup, and other duties as required. Must have a valid California Driver's License and a safe driving record.

### DISTINGUISHING CHARACTERISTICS

#### Parks Maintenance Aide

This position is an entry level position that requires no previous experience, however candidates with relevant knowledge and skills are highly desired. Under moderate supervision employees perform basic gardening and maintenance tasks, including the operation of associated tools and equipment. Once employees demonstrate proficiency in performing basic tasks, they may be trained in the use of specialized equipment and/or assigned to assist with special projects. Employees in this classification perform duties with or without direct supervision and may have specifically assigned areas of responsibility.

### EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Mows, rakes and edges lawns and turfs; prunes shrubs and trees
- Prepares soil for planting and plants various trees, shrubs and flowers
- Weeds planters, tree wells, sports fields, other parks and public grounds areas
- Waters and fertilizes plants by hand and with irrigation systems
- Cleans and stocks restrooms; vacuums, sweeps or mops rooms and hallways; washes windows; cleans rain gutters and drain inlets
- Uses general grounds keeping, carpentry and mechanical tools such as picks, shovels, hoes, rakes, shears, edgers, loppers, saws, drills, wrenches, screwdrivers and hammers

- Assists with the installation, maintenance and repair of picnic tables, trash cans, barbecues, drinking fountains, playground equipment, irrigation systems, buildings and maintenance equipment.
- Inspects playgrounds and recreational facilities for hazards and unsafe conditions and removes or repairs them; reports problems to lead staff
- Operates landscape construction, turf maintenance, and weed removal equipment such as chainsaws, sprayers, aerators, tractors, brush chippers, weed eaters, blowers, small and large riding mowers, rototillers and seeders.
- Places traffic control flags, signs and cones to direct traffic around work sites
- May operate or work out of a boat or marine vessel
- Empties trash; picks up and removes trash and debris; Replaces trash can liners
- Performs graffiti cleanup
- Assists patrons with reserved equipment or refers equipment needs of patrons to lead staff; Locks and unlocks rooms for patrons
- Waters, rakes and drags tools/equipment in maintaining level playing surfaces for sports league games; chalks and sprays lines on fields for games
- Mixes, adds and packs fines in high impact zones of sports infield areas
- Interacts with employees in other City departments and members of the public in a professional manner and provides exceptional customer service; disseminates routine information about site activities
- Performs other duties as assigned

## **EMPLOYMENT STANDARDS**

### Park Maintenance Aide

#### **Knowledge of:**

- Basic understanding of use of hand tools and equipment
- Grounds keeping, building maintenance, horticulture / arboriculture, irrigation systems, construction methods, and/or use of gas-powered equipment is highly desired

#### **Ability to:**

- Learn the operation of tools, supplies, and equipment in the performance of a variety of tasks
- Safely handle toxic materials
- Follow oral and written instructions given in English
- Work effectively as a member of a crew and complete simple records in English
- Act in a courteous and diplomatic manner with members of the public to provide excellent customer service
- Maintain a safe work environment
- Wear a uniform and required personal protective equipment (PPE)
- Occasionally work independently without direct supervision
- Operate tools, light and heavy equipment in the performance of typical duties
- Assist with installation of irrigation systems
- Troubleshoot malfunctioning irrigation systems and complete repairs
- Assist with repairing plumbing fixtures in public restrooms
- Work irregular schedules, days, nights and weekend hours

### **PHYSICAL REQUIREMENTS:**

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- drive a vehicle, climb into and out of appropriate vehicles; and up and down stairs and ladders
- intermittently bend and twist to reach equipment surrounding work area
- perform physical labor such as lifting/pulling/pushing up to 50 lbs, bend, squat, twist, turn, stoop, reach over head to handle materials, equipment and pick up litter
- walk on uneven surfaces and stand for long periods of time
- reach above and at shoulder height
- work outdoors for up to eight hours in variable temperatures and weather conditions
- work under conditions such as high noise levels, strong and unpleasant odors, and vibration from equipment and dust from various materials
- hear and distinguish various sounds such as loud machinery and voices of co-workers in a noisy environment
- distinguish colors and symbols such as colored medical waste containers, recyclable materials and waste containers.

### **TRAINING AND EXPERIENCE:**

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

Park Maintenance Aide

- Some paid or unpaid manual labor experience

### **LICENSE & CERTIFICATION:**

- Possession of a valid California Class C Driver's License and a safe driving record