

City of Bellingham  
**Classification Specification - Civil Service or AFSCME**

<b>CLASS TITLE</b>	Park Specialist - Facilities
<b>DEPARTMENT</b>	Parks And Recreation
<b>UNION:</b>	114
<b>SG:</b>	12
<b>CS:</b>	Entry/Promotional
<b>FLSA:</b>	Y
<b>EE04CODE:</b>	SC

**NATURE OF WORK:**

Performs duties associated with the maintenance, operation, and use of public facilities. Facilitates events and reservations in park system and maintains reservation records. Maintains inventory of sanitation supplies, maintenance materials and equipment. Provides technical direction and training to staff. Provides input on budgetary requirements and recommends new construction, improvements, and renovation. Responsible for the selection, care, operation, and replacement of all equipment for the program area. Plans, schedules, assigns, and supervises work in the program area. Hires seasonal employees, subject to supervisor approval. Tracks and orders materials, equipment and supplies for program area, including price and product evaluation as well as bid packet creation and evaluation.

**DISTINGUISHING CHARACTERISTICS:**

Plans, schedules, directs, oversees, implements, and performs all daily work activities of the Facilities program area. These work activities include facilitating reservations and events; public relations; restroom sanitation; trash collection and recycling; litter control; pool/fountain cleaning; building custodial; lockup/security; basic repair and maintenance of structures/systems/equipment/furniture; and grounds maintenance activities at community parks, neighborhood parks, civic buildings and property. Position also tracks and orders materials, equipment and supplies for program area.

**SUPERVISORY RELATIONSHIPS:**

Responsible to the Park Supervisor - Buildings. Receives general supervision for routine work activities. Oversees day to day work of Park Technician, Park Worker, seasonal employees, and other personnel as assigned.

**ESSENTIAL FUNCTIONS:**

1. Works with Park Supervisor to establish department facility maintenance standards. Develops and implements work methods, cleaning standards, work schedules, and personnel performance standards.

2. Oversees day-to-day work of all staff in the Facilities program. Hires all seasonal staff, subject to supervisor approval. Makes recommendations regarding hiring of permanent staff in program area. Provides training to assigned staff. Provides information regarding employee performance to supervisor.
3. Inspects Department facilities and monitors maintenance schedules and work performance of subordinates. Provides technical direction and training to staff.
4. Oversees and performs the basic maintenance and cleaning of parks facilities including restrooms, shelters, equipment, furniture, signs, grounds, and surfaces (tennis courts, trails, paved areas, etc.)
5. Oversees and performs the preparation of park facilities for scheduled activities. Maintains reservation records. Accommodates special requests such as moving picnic tables or electrical needs.
6. Oversees and performs basic repair to structures, equipment, and systems involving carpentry, painting, masonry, plumbing and other building trade skills.
7. Oversees and performs grounds maintenance work activities such as pruning, planting, weeding, edging, mulching, irrigation, pesticide spraying, etc.
8. Assists in the development of Facilities program area budget including maintenance and project costing and tracking, costing and purchase of equipment, materials and supplies including bid package formation, submittal and review.
9. Answers inquiries and informs public of park regulations to ensure the enjoyment of park users and the protection of park property. Requests Police Department assistance for problems that cannot be resolved.
10. Maintains, purchases and monitors inventory of sanitation supplies, maintenance materials, and equipment. Meets with supplier representatives and makes recommendations for major purchasing and/or replacement.
11. Oversees and performs lockup/security of park facilities.
12. Monitors and routes records/inspections/reports of Facilities program to Supervisor.
13. Performs the work of the class below as work loads and need for expertise may dictate.

**ADDITIONAL WORK PERFORMED:**

1. Loads, hauls and delivers materials/supplies to park facilities.
2. Performs public relations/information/community outreach duties.
3. Operates a variety of parks maintenance vehicles/equipment.
4. Performs other duties within the scope of the classification.

## **KNOWLEDGE AND SKILLS:**

- A working knowledge of methods, tools and equipment used in janitorial and facility maintenance work.
- A working knowledge of basic building trades skills and tools.
- A working knowledge of basic horticultural skills and tools.
- A working knowledge and skill in operation of equipment used in park maintenance.
- A working knowledge of computer operation including word processing and data handling programs.
- Knowledge of maintenance management systems.
- Strong oral communication skills, poise, confidence, assertiveness, courtesy and tact necessary to work effectively with diverse groups of people including the general public, representatives of sanitation supply firms, personnel from local agencies and other City departments.
- Strong supervisory skills including leadership, problem-solving, interpersonal sensitivity, adaptability/flexibility, and time management.
- Skill in planning, assigning and scheduling the work of personnel involved in facility maintenance.
- Ability to follow oral and written instructions.
- Ability to read, interpret and apply a variety of written regulations and instructions.
- Ability to understand, interpret and apply procedures and directives.
- Ability to document incidents and prepare written reports.
- Skill in keeping accurate inventory records.
- Skill in researching and costing supplies and equipment.
- Willingness to adhere to provisions of the team agreements for the Operations Division.
- Willingness to pursue ongoing training to improve knowledge and skills in program area.
- Willingness to work outdoors in all weather conditions.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical abilities to perform assigned work:
  - Adequate hearing, correctable vision, manual dexterity to operate power equipment safely in a noisy work environment.
  - Ability to perform physical labor including operating mechanical equipment, stooping, bending, climbing and working from ladders, etc.
  - Ability to regularly lift moderately heavy or bulky objects up to 50 lbs., including trash containers, small equipment, and sanitation supplies. Heavier items such as picnic tables are moved with assistance or leverage.

## **WORKING ENVIRONMENT:**

Work is performed outdoors in all weather conditions. The work involves moderate risk work environment that requires employees to follow established safety procedures in operating equipment and vehicles, handling irritant materials, performing repetitive activities, etc. Employees may be required to wear protective clothing such as coveralls, rain gear, safety boots, gloves, etc. Some office work for reports/records/scheduling duties.

**EXPERIENCE AND TRAINING REQUIREMENTS:**

If promotional from within the Parks Department:

- Must have at least three years work experience performing, scheduling and directing work in the sanitation or maintenance of public facilities. At least one year of experience must have been in the Operations Division of the Bellingham Department of Parks and Recreation.
- Preference will be given to applicants with experience in the Buildings Section.

If applicant is from outside the Parks Department:

- Must have three years of recent work experience in performing, scheduling and directing work in the sanitation or maintenance of a large public facility.
- One year of lead/supervisory experience preferred.

Allowable substitutions:

- Successful completion of vocational school or other coursework related to the maintenance of facilities, such as building trades, may be substituted for one year of required experience.

**NECESSARY SPECIAL REQUIREMENTS:**

- Valid Washington State driver's license and good driving record. Must submit a three-year driving abstract prior to hire.
- Ability to secure and maintain a valid Washington State Pesticide License within 12 months of hire.
- Ability to secure and maintain a valid First Aid and CPR certification within six months of hire.

**PREPARED BY:** J. Ivary  
1984  
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**REVIEWED BY:**  
Paul Leuthold  
Parks and Recreation Director

**COMMISSION ADOPTION:** \_\_\_\_\_ November 14, 2007