

City of Bellingham
Classification Specification - Civil Service or AFSCME

CLASS TITLE	Park Specialist - Grounds
DEPARTMENT	Parks And Recreation\Operations Division
UNION:	114
SG:	12
CS:	Entry/Promotional
FLSA:	Y
EE04CODE:	SC

NATURE OF WORK:

Plans, schedules, establishes performance standards and implements all work activities in assigned program. This includes maintaining inventories of all program areas and their needs. Provides technical direction and training to staff, provides input on budgetary requirements, recommends new construction and renovation, and develops and implements an integrated pest management program for area of responsibility. Responsible for selection, care, operation, and replacement of all equipment in program. Oversees all staff assigned to program area and provides input on performance evaluations. 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:

Provides best management practices, schedules, budgetary and staff input to the supervisor for review. Works with the Grounds Supervisor to establish priorities and resource allocation for the program area. The Park Specialist classification is distinguished from the Park Technician classification by the Park Specialist's specialized knowledge and responsibility for oversight of an entire program area.

SUPERVISORY RELATIONSHIPS:

Reports to Park Supervisor - Grounds. Oversees day-to-day work of Park Technicians, Park Workers, and seasonal employees as well as volunteers and any other available resources. Coordinates activities with other Park Specialists.

ESSENTIAL FUNCTIONS:

1. Develops and implements work programs and schedules for all aspects of program area.
2. Oversees day-to-day work of all staff in program area. Hires all seasonal staff, subject to supervisor approval. Makes recommendations regarding hiring of permanent staff and disciplinary action of all employees in program area. Provides training to assigned staff. Provides information regarding employee performance to supervisor.
3. Inspects, documents, and updates all inventories and maintenance requirements for program area.

4. Manages all equipment within the program area including maintenance coordination, inventory and repair history, and replacement.
5. Designs, plans, and develops scope of work, materials, time and cost projections and implements renovation and construction projects for the program area.
6. Acts as technical resource for expertise in the field of assigned program area. Provides technical information to assist Parks Department, other agencies and community interests to aid in decision about best management practices and specifications for work within the program area.
7. Assists in the development of program area budget including maintenance and project costing and tracking, costing and purchase of equipment; and materials and supplies including bid package formation, submittal and review.
8. Responds to citizen concerns. Investigates program area complaints and concerns.
9. Plans and implements an integrated pest management program using a system of guidelines for best management practices.
10. Performs the work of the class below as workloads and need for expertise may dictate.

ADDITIONAL WORK PERFORMED:

1. Performs other related duties within the scope of this classification.

KNOWLEDGE AND SKILLS:

- A working knowledge of specific program area.
- A working knowledge of soil science.
- A working knowledge turf science including grasses and soils. This includes characteristics and maintenance requirements.
- A working knowledge of surface and subsurface drainage systems.
- A working knowledge of basic carpentry and masonry construction techniques.
- A working knowledge of integrated pest management concepts and strategies for best management practices.
- A working knowledge of basic horticulture skills.
- Ability to read, understand and work from plans and drawings.
- Knowledge and skill in the operation of a wide range of tractors and other specialized equipment used in the program area.
- Skill in planning and assigning the work activity of assigned crews involved in program area.
- Willingness to pursue ongoing training to improve knowledge and skills and keep current within the field.
- Knowledge of maintenance management systems.
- Knowledge of computer operation including word processing and data handling programs.

- Supervisory skills including leadership, problem solving, strong interpersonal skills, organizational skills, adaptability/flexibility and time management.
- Excellent oral and written communication skills, good judgment, assertiveness, courtesy and tact necessary to work effectively with diverse groups of people including the general public, other City employees and personnel from local agencies.
- Ability to approach, diffuse, and resolve confrontational situations.
- Ability and willingness to follow directions and to perform assigned work independently with minimal supervision.
- Willingness to adhere to provisions of the team agreements for the Parks Operations Division.
- Physical abilities to perform assigned work:
 - Adequate hearing, correctable vision, physical strength and agility to operate power equipment safely in a noisy work environment.
 - Ability to lift moderately heavy objects up to 50 lbs., including fertilizer, implements and specialized equipment. Equipment and materials in excess of this weight are lifted with assistance.

WORKING ENVIRONMENT:

Work is performed indoors and outdoors in all weather conditions. Some hazardous conditions exist when handling and applying pesticides. Moderate risk is involved while working with mechanical tools and equipment and site conditions.

EXPERIENCE AND TRAINING REQUIREMENTS:

If promotional from within Parks Department:

- At least one year of work experience must have been in the Grounds section for the Bellingham Department of Parks and Recreation.

Individual positions require:

- Three years of work experience in turf, irrigation, and horticultural maintenance of a large facility, OR
- Three years of work experience in trails and trail feature construction, forestry, and open space areas, OR
- Three years of work experience in maintenance and care of athletic fields and grounds. Preference will be given for applicants with experience in preparation of facilities/fields for special events.

If applicant from outside the Parks Department:

- Minimum of one year of supervisory experience.
- Knowledge of all facets of horticultural management.
- Successful completion of coursework relative to horticulture/grounds/turf care may substitute for one year of required experience.

Individual positions require:

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 - Three years of work experience in trails and trail feature construction, forestry, and open space areas,
- OR
- Three years of work experience in maintenance and care of athletic fields and grounds. Preference will be given for applicants with experience in preparation of facilities/fields for special events.

NECESSARY SPECIAL REQUIREMENTS:

- Valid Washington State driver's license and good driving record. A three-year driving abstract must be submitted prior to hire.
- Some positions may require the ability to secure a Commercial Driver's License within six months of hire and to maintain a valid CDL during length of employment.
- Ability to secure and maintain a 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.
- Some positions may require the ability to secure and maintain an International Society of Arboriculture certification within 12 months of hire.
- Some positions may require the ability to secure and maintain Irrigation Association Auditors Certification within 12 months of hire.
- Some positions may require an applicant to pass a pre-employment drug screen prior to hire.

PREPARED BY: L. Hill
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4/02

REVIEWED BY: _____
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Director

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Park Operations Manager

COMMISSION ADOPTION: _____ April 10, 2002 _____