

City of Bellingham
Classification Specification - Civil Service or AFSCME

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| CLASS TITLE | Park Specialist - Structures |
| DEPARTMENT | Parks And Recreation |
| UNION: | 114 |
| SG: | 12 |
| CS: | Entry/Promotional |
| FLSA: | Y |
| EE04CODE: | SC |

NATURE OF WORK:

Performs duties associated with maintenance, repair and construction of various structures of the Parks Department. Plans and schedules maintenance and renovation of structures; determines required equipment, materials and supplies; performs repair, alteration and installation work; and operates equipment as necessary to perform maintenance activities. Oversees all staff assigned to the program area and provides input on performance evaluations. 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:

This position plans, schedules, directs and oversees all work activities within the Structures program area. Utilizes journey-level trade skills in the maintenance, repair and construction of facilities in the Structures area. Position also tracks and orders materials, equipment and supplies for program area.

SUPERVISORY RELATIONSHIPS:

Reports to the Park Supervisor - Buildings. Receives general supervision. Work activity determined primarily by Supervisor for specific maintenance project assignments. Work reviewed in progress and upon completion of assignment. Oversees the day-to-day work of Park Technicians, Park Workers, seasonal and federally funded personnel as assigned.

ESSENTIAL FUNCTIONS:

1. Works with Supervisor to develop work program and schedules for work within the Structures Program. Plans schedule for renovation and new construction projects, maintenance repair and preventative maintenance programs.
2. Oversees day-to-day work of all staff in the Buildings program. Participates in the hiring process for all seasonal staff. Makes recommendations regarding hiring of permanent staff in program area. Provides training to assigned staff. Provides information regarding employee performance to supervisor.

3. Determines appropriate equipment and materials to complete work according to specifications, verbal instructions, and/or established procedures.
4. Interprets and uses engineering and architectural drawings and other applicable specifications in repair or installation of construction projects.
5. Assists in the development of program area budget including maintenance and project costing and tracking, costing and purchasing of equipment; and materials and supplies including bid package formation, submittal and review.
6. Performs repair, alteration, and installation work to park buildings, structures, and equipment involving carpentry, painting, masonry and other manual skills.
7. Operates tractor equipment as necessary including backhoe, front-end loader, auger and blade.

ADDITIONAL WORK PERFORMED:

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

KNOWLEDGE AND SKILLS:

- A working knowledge of proper code procedures and techniques used in construction projects.
- An understanding of the Uniform Building Code as it applies to construction projects.
- Skill in operating a variety of mechanized and heavy equipment.
- Skill in planning, assigning and scheduling the work of personnel involved in construction activities.
- Ability to make accurate estimates of time and materials needed to complete projects.
- Ability to understand and interpret technical drawings.
- Ability to perform assigned work independently with minimal supervision.
- Ability and willingness to follow oral and written instructions.
- Supervisory skills including leadership, problem solving, interpersonal sensitivity, adaptability/flexibility and time management.
- Willingness to pursue ongoing training to improve knowledge and skills in grounds and buildings maintenance.
- Willingness to adhere to provisions of the team agreements for the Operations Division.
- 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 heavy equipment, climbing, bending and working from ladders.
 - Ability to work from heights of up to 40 feet.
 - Ability to perform heavy physical labor and frequently lift and carry equipment and materials of up to approximately 50 lbs.; heavier items of approximately 50-75 lbs.

- are lifted on an infrequent basis utilizing proper body mechanics, assistance and mechanized equipment.
- Heavier lifting of approximately 75-100 lbs. required frequently for extended periods of time during peak construction periods intermittently throughout the year.

WORKING ENVIRONMENT:

Work is performed outdoors in all weather conditions. The work involves moderate risk, which requires employees to follow established safety procedures.

EXPERIENCE AND TRAINING REQUIREMENTS:

If promotional from within the Parks Department:

- Must have at least three years of work experience in building maintenance, repair and construction. At least one year of experience must have been in the Buildings Section for the Bellingham Parks and Recreation Department.
- Preference will be given to applicants with experience in building structures.

If applicant is from outside the Parks Department:

- Must have three years of recent work experience in building trades involving maintenance, repair and construction of facilities.
- Preference given for specialized skills in carpentry.
- Experience in painting, masonry, fencing or glazing desirable.
- One year of lead/supervisory experience preferred.

Allowable substitutions:

- Successful completion of vocational school or other coursework in building construction trade area 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 a Commercial Driver's License within six months of hire and to maintain a valid CDL during length of employment.
- Ability to secure a flagging and traffic control card.
- Ability to secure and maintain a valid First Aid and CPR certification within six months of hire.
- Must pass a pre-employment drug screen prior to hire.

PREPARED BY: J. Ivary
11/84

REVIEWED BY:
Paul Leuthold
Parks and Recreation Director

REVISED BY: J. Ivary
C. Sellin
4/91
L. Hill
T. Slack
10/07

COMMISSION ADOPTION: _____ November 14, 2007