

City of Bellingham
Classification Specification - Civil Service or AFSCME

CLASS TITLE	Park Technician - Facilities
DEPARTMENT	Parks And Recreation\Operations Division
UNION:	114
SG:	9
CS:	Yes
FLSA:	Y
EE04CODE:	SC

NATURE OF WORK:

Performs duties associated with daily sanitation and maintenance work activities at assigned community park locations. Cleans areas and facilities; inspects grounds, buildings, and playground equipment; informs public of park regulations; and performs basic repair and maintenance activities.

DISTINGUISHING CHARACTERISTICS:

This is a site maintenance position rotated between the various community parks which involves on-going sanitation, inspection and maintenance duties. Requires good communication skills for interacting with the general public.

SUPERVISORY RELATIONSHIPS:

Responsible to Park Specialist - Facilities. Works under general supervision, and supervises Park Worker, seasonal and other personnel as assigned.

ESSENTIAL FUNCTIONS:

1. Prepares community park facilities for scheduled activities. Maintains reservation records. Accommodates special requests such as electricity to a designated spot and moving picnic tables.
2. Cleans restrooms, empties trash containers, picks up litter, cleans park furniture such as picnic tables, benches, and grills and cleans surfaces such as tennis courts, sidewalks, roads, parking areas, and shelter floors.
3. Inspects grounds, equipment, and buildings on a daily basis. Reports damage to supervisor on Intentional Damage form. Reports condition of playground equipment on monthly basis to supervisor on Playground Inspection form.
4. Answers inquiries and informs the public of park regulations. Requests Police Department assistance for problems that cannot be resolved.
5. Schedules, directs and supervises work activities of seasonal and temporary employees assigned to each community park under his/her responsibility.

6. Performs basic repair and alteration and assists with new construction work on park buildings, structures, and equipment involving carpentry, painting, masonry, plumbing, and other building trade skills.
7. Performs grounds maintenance work activities such as pruning, weeding, edging, irrigation, and spraying. Qualifies for and maintains Washington State Pesticide license.
8. Maintains inventory of sanitation supplies at each park assigned. Requisitions supplies from supervisor as necessary.

ADDITIONAL WORK PERFORMED:

9. Performs Lockup/Security function in park system as assigned.
10. Performs facility maintenance in neighborhood parks as assigned.
11. Performs other duties within the scope of the classification as assigned.

KNOWLEDGE AND SKILLS:

- A working knowledge of methods, tools and equipment used in janitorial and maintenance work.
- Basic knowledge of maintenance and repair in the building trade areas of carpentry, painting, masonry, plumbing, and electrical systems.
- Strong oral communications skills, good judgment, poise, confidence, assertiveness, courtesy and tact necessary to work effectively with diverse groups of people including the general public and personnel from local agencies and other City departments.
- 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 sanitation work activities.
- 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.
- Ability to work independently or as part of a team.
- Willingness to adhere to provisions of the team agreements for the Operations Division.
- Willingness to pursue ongoing training to improve knowledge and skills in grounds/building maintenance.
- Willingness to work a flexible schedule including evenings, weekends and holidays.
- Willingness to work outdoors in all weather conditions.
- 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 which 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. Flexible schedule involves working evenings, weekends and holidays as assigned.

EXPERIENCE AND TRAINING REQUIREMENTS:

- One year of janitorial and building maintenance experience utilizing basic skills in carpentry, painting, plumbing, masonry or electrical areas required.
- Demonstrated experience interacting with the public required.
- Supervisory experience preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Valid Washington State driver's license by the time of hire with proof of good driving record. A three-year driving abstract must be submitted prior to hire.
- Ability to secure and maintain a valid Washington State Pesticide License.
- Ability to secure and maintain a valid First Aid and CPR certification.

PREPARED BY: John Ivary
12/84

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COMMISSION ADOPTION: _____ June 14, 1995 _____

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