

CITY OF COVINA
PARK MAINTENANCE ASSISTANT

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under immediate supervision, assists with general custodial maintenance, facilities maintenance, and park maintenance within the Park Maintenance Division of the Parks and Recreation Department; duties include litter control, play ground, restroom, and landscape maintenance of Covina parks; responds to work requests; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Park Maintenance Assistant** is the entry level, part time class in the Parks Maintenance Division in which incumbents assist with general custodial maintenance and minor repairs to building facilities and related equipment. Initially, under closer supervision, incumbents perform a variety of maintenance and repair tasks, and operate and maintain assigned tools and equipment. As experience is gained, incumbents are expected to handle most assignments without detailed instructions. This classification is distinguished from the next higher classification of Park Worker in that the latter is expected to independently perform the full scope of assigned duties.

SUPERVISION RECEIVED/EXERCISED:

Receives immediate supervision from the Park Maintenance Supervisor and Park Foreman. This class does not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Assists with general custodial maintenance, facilities maintenance, and park maintenance within the Park Maintenance Division of the Parks and Recreation Department.
- Performs routine tasks and work activities, including litter control, weed control, rest room, playground, and pool cleaning and maintenance.
- Maintains plantings, turf, weeds, and shrubs; maintains and repairs irrigation systems; operates vehicles and a variety of power driven equipment such as tractors, mowers, blowers, edgers, chainsaws, weed eaters, etc.
- Plants shrubs, trees, and flowers; trims hedges, trees, shrubs, and flowers; lays sod; maintains and inspects park facilities, including parks, landscapes, athletic fields, playgrounds, and courts; picks-up trash and debris from park grounds; removes graffiti; maintains picnic areas; repairs vandalism, signs and fences.
- Services and maintains park maintenance equipment, including mowers, trucks, tractors, chainsaws,

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and related equipment.

- Performs routine facility maintenance duties such as changing light bulbs, painting, light plumbing, and carpentry.
- Responds to work requests; operates vehicles and various power equipment in the maintenance of Covina Parks.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The incumbent may use chemicals which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, and work in heavy vehicle traffic conditions. The incumbent may be required to respond to after hours emergency call-outs and perform routine standby duties.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Park Maintenance Assistant**. A typical way of obtaining the required qualifications is to possess general knowledge of landscape and custodial maintenance.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Practices, techniques and materials used in maintenance, operation and repair of parks, facilities and grounds; operational characteristics of standard repair and maintenance tools and equipment; traffic control methods and regulations; confined space entry procedures; practice and procedure used in weed abatement; safety requirements for operation of trucks and other equipment; methods

and techniques of scheduling work assignments; methods and techniques for record keeping; occupational hazards and standard safety practices.

Ability to:

Perform maintenance and repair of facilities, recreation and play areas, and irrigation systems; operate a variety of tools and equipment used in maintenance and construction; perform heavy manual labor; respond to after hours call-outs as assigned; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Safely and effectively operate a variety of maintenance equipment, tools and materials.