

CITY OF COVINA

PARK WORKER

*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 general supervision, performs skilled and semi-skilled tasks and work activities in the maintenance of the Park Maintenance Division of the Parks and Recreation Department, including maintenance, repair, inspection and operational work in Covina Park's facilities, landscapes and recreation areas, as well as other City sites; assumes responsibility for assigned tasks; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Park Worker** is the journey level class in the Parks Maintenance Division in which incumbents are expected to independently perform the full scope of assigned duties. Incumbents perform a full range of duties related to the operation, maintenance and repair of the City's parks and facilities. This classification is distinguished from the next higher classification of Park Foreman in that the latter is assigned the more difficult assignments, and is expected to independently perform the more complex and supervisory duties.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Park Maintenance Supervisor and Park Foreman. Exercises supervision over assigned staff, including Park Maintenance Assistants and volunteers.

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

- Performs skilled and semi-skilled tasks and work activities in the maintenance of the Park Maintenance Division of the Parks and Recreation Department, including maintenance, repair, inspection and operational work in Covina Park's facilities, landscapes and recreation areas, as well as other City sites.
- Maintains planting, turf, recreation, and play areas; operates, maintains and repairs irrigation systems; operates vehicles and a variety of power driven equipment such as tractors, mowers, blowers, edgers, chain saws weed eaters, etc.; maintains and prepares athletic fields; may mix and apply fertilizers, pesticides and herbicides.
- 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 weeds; repairs vandalism, signs and fences.

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- Services and maintains park maintenance equipment, including mowers, trucks, tractors, chainsaws, and related equipment.
- Performs routine facility maintenance duties such as painting, light plumbing, carpentry, electrical, and mechanical tasks; cleans and restocks park restrooms; operates vehicles and various power equipment in the maintenance of Covina parks.
- Inspects all City parks for safety issues, turf, irrigation, and tree problems; checks all play ground equipment and surfaces on a daily basis; responds to work requests from various City departments.
- Completes a variety of forms, including damage reports; maintains daily work log.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; estimates time, materials and equipment necessary for the successful completion of projects; acquires necessary resources as is appropriate; tracks purchases; assists in the development of work plans, procedures and schedules.
- 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 Worker**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of experience in the maintenance of facilities, landscapes, parks, and recreation areas, and a high school diploma or equivalent.

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; 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.