

**COMMUNITY SERVICES DEPARTMENT  
OPERATIONS DIVISION  
PARKS AND LANDSCAPE SECTION  
SENIOR MAINTENANCE WORKER**

**GENERAL DUTIES:** Under direct supervision of the Operations Services Supervisor, perform and supervise maintenance work related to parks, park buildings, trees, landscaping around public buildings and public rights-of-way as assigned. Act for the supervisor in his/her absence or at his/her direction.

**GENERAL REQUIREMENTS:**

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given, and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

**ILLUSTRATIVE EXAMPLES OF WORK:**

1. Act for supervisor in his/her absence or at his/her direction.
2. Plan, supervise, and may work with crews in the performance of assigned duties.
3. Investigate and resolve service requests and customer complaints.
4. Operate and provide necessary daily maintenance on equipment, vehicles, hand and power tools as assigned.
5. Conduct employee performance appraisals. Assist the supervisor with performance

management such as conducting employee counseling and/or disciplinary actions when necessary.

6. Participate in related training programs and train employees.
7. Assist with preparation and administration of Landscape Maintenance Section budget.
8. Assist in contract supervision and inspection.
9. Review plans and specifications as needed.
10. Prepare reports and analyses; keep records; maintain files.
11. Perform oral and written communications necessary for proper operation of the Section.
12. Attend meetings, represent the Section, Community Services Department, and City at various functions as assigned.
13. Initiate requisitions for materials and equipment.
14. Perform and supervise work in, painting, minor plumbing, and other building materials.
15. May assist in building maintenance as assigned.
16. Perform related duties as required.
17. May perform disaster relief work as necessary.
18. Conduct and coordinate work in turf maintenance and pest control.
19. Coordinate projects related to park or facility maintenance and development.
20. Stay abreast of new developments and laws pertaining to parks and landscaped areas by attending seminars, workshops, and continuing education classes.

**REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

**SKILLS:**

1. Must exhibit a high degree of interpersonal skills.
2. Sufficient skill to operate a personal computer.
3. Sufficient skill to operate a variety of equipment associated with landscape maintenance activity.

**KNOWLEDGE:** Knowledge of:

1. Correct English usage, grammar, spelling and punctuation for writing reports and letters.
2. Basic arithmetic.
3. Rules, regulations, laws, and practices required by CAL OSHA and CAL EPA in the safe performance of work.
4. State of California and U.S. Department of Transportation traffic control.
5. Principles of leadership, supervision and training.
6. Proper horticultural practices related to parks, municipal grounds, rights-of-way, and open areas, including, but not limited to:
  - a. Cultivation, pruning, fertilization, irrigation, and proper cultural practices for lawns, flowers, trees, shrubs, and plants.
  - b. Basic identification and cultural needs of individual ornamental and native plants.
  - c. Identification of plant diseases and appropriate treatments.
  - d. Identification of weeds and knowledge of chemical and cultural methods of control.
7. Principles of irrigation design, installation, and maintenance.
8. Natural resource management techniques.
9. Laws, regulations, and policies pertaining to parks and municipal grounds.
10. Operation and maintenance of equipment utilized in the Landscape Maintenance Section.

ABILITIES: Ability to:

1. Effectively plan, organize, prioritize, direct, and review the work of employees.
2. Use tools and equipment associated with maintenance and construction.
3. Communicate effectively, both verbally and in writing.
4. Read and interpret technical materials such as equipment and material specifications, maintenance and repair manuals, schematic and blueprint plans and maps.
5. Perform physical labor including lifting and carrying heavy objects.
6. Work out of doors for extended periods often under possible unfavorable weather conditions.

7. Establish and maintain effective working relationships with supervisors, co-workers, other departments, outside agencies and the general public.

#### MACHINES/TOOLS/EQUIPMENT UTILIZED:

When working in the office and in the field, the following may be used:

1. Telephone
2. Computer, keyboard and monitor
3. Copier
4. Calculator
5. Facsimile machine
6. Camera
7. Handcart or dolly
8. Two-way radio
9. Safety goggles, gloves, hard-hat, shoes, ear plugs, first-aid kit and safety vest
10. Aerosol cans, solvents, paint, thinners, pesticides, fertilizers, herbicides, primers and P.V.C. glue
11. Hand tools, rakes, shovels, drills, sanders, pruners, pole-saw, hedge trimmer, trimmers (string or blade) and backpack blower
12. Ladders
13. Soil compactor
14. Water pump
15. Auger
16. Power tools, drill, saw, chainsaw, saber saw, circular saw, etc.
17. Traffic control barricades, cones, signs and light bars
18. Automobile, truck or van
19. Heavy equipment, loader, dump truck, chipper, turf tractor, trailers, sweeper, forklift, scraper, water truck, etc.
20. Turf maintenance equipment, rototiller, mowers (push or riding), edger turf vacuum, turf trucks, sprayers (3, 30, 100 gallon), seed and fertilizer spreader (hand and tractor-mounted), aerator (walk-behind/tractor-mounted), verti-cutter and tractor-mounted brush mower
21. Irrigation controller

#### PHYSICAL DEMANDS:

Under typical office and field conditions, an employee will perform the following physical activities, which include using many hand tools and operating heavy equipment on a daily basis:

1. Sitting, when using vehicles and heavy equipment for transportation and work, etc.
2. Standing, during traffic control, painting, pruning, etc.
3. Walking, during traffic control, painting, backpack blowing, spraying, fertilizing, litter removal, irrigation inspection, mowing, lining ball fields, etc.
4. Stooping, while weeding, repairing irrigation, removing debris, etc.
5. Kneeling, when painting, pruning, repairing irrigation, repairing turf, hooking-up trailers or equipment.

6. Bending, when painting, viewing storm drains, shoveling, raking, pruning, lining ball fields, repairing irrigation equipment, etc.
7. Climbing, when working in and on heavy equipment or out in the field.
8. Twisting, moving barricades/cones, shoveling, raking, spraying, operating equipment, etc.
9. Pushing/Pulling, when raking, lining ball fields, mowing, fertilizing, etc.
10. Lifting, fertilizer bags, seed bags, garbage bags, field lining chalk, small equipment, etc.
11. Carrying, hand tools, rakes, shovels, cones, radios and other field equipment, etc.
12. Dragging, while moving hoses, garbage bags, irrigation pipes, sand bags, tree branches, etc.
13. Driving, while servicing City facilities, attending meetings, purchasing supplies, etc.
14. Speed, in meeting deadlines and using office equipment.

Under typical office conditions, employee performs these same physical activities but to a lesser degree, when handling files, books, binders, and boxes of work-related materials.

#### SENSORY DEMANDS:

Employees spend a majority of their time working outdoors. For safety reasons, employees are required to utilize all of these senses when working with light and heavy equipment and tools. Under typical office conditions, employees utilize these same senses while using a computer, printer, typewriter, telephone, fax machine, copier, calculator, adding machine, etc.:

1. Seeing, vision is necessary when driving vehicles or operating heavy equipment. Also, vision helps maintain landscape and turf appearance.
2. Hearing, employee must be able to listen for traffic, heavy equipment, and communication from others while working in the field.
3. Speaking, employee must be able to communicate with co-workers, customers and the public, especially when working in the field.
4. Touching/Feeling, employee must be able to differentiate between sharp, hot or cold objects, in order to prevent injury or an unsafe condition.
5. Smelling, employee must be able to differentiate between chemicals and gases.

#### ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

##### Office Conditions:

1. Indoors: Typical office conditions, approximately 30% of the time.
2. Flooring: Low level carpeting, linoleum, tile, and wood.
3. Noise Level: Conducive to office settings with phones, copiers, radios, and typewriters.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by wall heater, central heating and air conditioning units.
6. Dust or Fumes: Normal to high indoor levels associated with dust and odors from computer equipment, paper, ink pens, copiers or other office-related equipment.

##### Field Conditions:

1. Outdoors: Typical field conditions, up to 60% of the time.
2. Travel: Under varying conditions via automobile, 10-20% of the time.
3. Flooring: Asphalt, dirt, mud, concrete, turf, wood, carpet, tile, linoleum, uneven surfaces, etc.
4. Noise Level: Varying low to high levels due to trucks, chainsaws, mowers, edgers, trimmers (string or blade), backpack blowers, radios, and in general, heavy to light street traffic.
5. Lighting: Conducive to day or night setting.
6. Ventilation: Heating and air conditioning provided by a vehicle/truck. Normal to high, for exposure to extreme hot, cold or rainy conditions depending on the time of the year.
7. Dust or Fumes: Normal to high levels, from backpack blowers, trimmers (string or blade), loading garbage bins, vehicle exhaust, gasoline, pollen, dust, etc.

#### HAZARDS:

When working in the field, mechanical, electrical or chemical exposure is low to high, depending on the specific work being performed. Employees working with heavy equipment must be aware of their surroundings to avoid injury to others or damage to unexposed electrical, irrigation and water lines. Employees may assist in controlled burns and extreme caution must be taken to avoid burns and smoke inhalation. Also, when cleaning restrooms, removing litter, or performing other duties, employees must use precautions when working with biological waste products and bodily fluids. Poison oak and a variety of insect bites or stings are also common hazards, and employees should be aware of allergic reactions in order to protect against injury.

Mechanical or electrical exposure is minimal when properly using standard office equipment such as a telephone, computer, typewriter, printer, copier, adding machine, fax machine, or radio.

#### ATMOSPHERIC CONDITIONS:

Minimal to high exposure to vapors occurs due to solvents, paints, gasoline, vehicle exhaust, chemicals, fertilizer and other materials.

Some exposure to vapors occurs in the Parks and Landscape office due to the close proximity of the parking area. Typical office exposure may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

#### REQUIRED TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Graduation from high school OR a G.E.D. Graduation from an accredited institution with an Associates Degree in Horticulture, Park Management, or a related field is desired.
2. Four (4) years experience in a large park facility or group of park facilities.
3. Possess and maintain a valid California Driver License and a safe driving record

necessary to operate assigned vehicle(s). Obtain and maintain a valid Class A California Driver License within one year from the date of hire. May be required to obtain endorsements. Must participate in the Department of Transportation Drug and Alcohol testing program, which includes submission to random drug and alcohol testing.

4. Possess a valid State of California Qualified Pesticide Applicator's Certificate including Category B (Landscape Maintenance), Category C (Right-of-Way), and Category F (Aquatics) at time of recruitment (Proof of enrollment in certification examination will allow inclusion in the hiring process, but the Certificate must be obtained within the first six months of the probationary period).
5. Subject to weekend work, holiday work, variable shifts, and recall on scheduled and/or emergency basis.
6. Pass a post-offer medical examination, which includes a drug test.
7. Pass a Department of Justice criminal record check for employment.
8. Prefer non-tobacco user.