

City of St. Helens

Job Title: PARKS SPECIALIST
Department: Public Works
FLSA Status: Non-Exempt
Union: Yes
Date Revised: January 13, 2020

GENERAL PURPOSE

Performs a variety of unskilled, semi-skilled, and skilled tasks in the maintenance and operation of buildings, grounds, parks, and open spaces.

SUPERVISION RECEIVED

Works under the close supervision of the Parks Field Supervisor.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

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- Coordinates the purchase, storage, and use of herbicides in various park and public works applications, including the required record keeping and reporting.
- Inspects playground equipment for compliance with OSHA and ANSI standards.
- Performs arborist duties associated with planting, pruning, maintaining and preserving/removing of trees on City property and in the City right of ways.
- Assists in the training and/or direction of lower level employees or community service workers.
- Mows and maintains park and open space areas such as baseball and soccer fields; mows weeds; cleans and maintains tennis courts and nets; maintains sprinkler systems and assists in the repair and installation of sprinkler lines and heads.
- Drags ball fields; lines fields for games.
- Inspects, washes, and performs routine maintenance of park drinking fountains and restrooms.
- Sweeps, washes, paints, and repairs or replaces park tables and slabs.
- Performs minor semi-skilled interior building maintenance such as painting, plumbing, carpentry, and other unskilled and semi-skilled trades work.
- Performs routine maintenance on lawn and power equipment.
- Plants lawns, trees, shrubs, and flowers.
- Carries out the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of parks and open spaces.
- Maintains and adjusts specialized turf care equipment and tools, including electric motors, pumps, sprinklers, tractors, mowers, and irrigation systems.
- Operates tractors, mowers, welders, trucks, steam cleaners, buffers, washers, and other listed equipment as needed.

- Maintains current skills and knowledge in the proper and safe techniques of building and grounds maintenance functions.
- Dumps garbage and relines cans with liners; cleans and sanitizes restrooms and replenishes supplies; sweeps; empties trash cans; cleans spills; cleans drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, etc.; dusts furniture; washes windows, walls, metal and woodwork; cleans rain gutters; sweeps roofs.
- Collects and disposes of solid waste from buildings and grounds; picks up litter from premises.
- Opens and closes locks and unlocks facilities as needed.
- Assists in setting up and taking down equipment for various park and recreation programs, prepares facilities for park and recreation program use.
- Installs and maintains goal posts and nets for sports facilities, including soccer, volleyball, baseball, softball, and tennis.
- Assists in the construction of new park facilities, including clearing, grading, drainage, and foundation work.
- Assists in the maintenance of the marine facilities in the park system.
- Performs assignments such as noxious weed control and pest control in the parks at the direction of the Parks Field Supervisor.
- Inspects, maintains, and repairs any or all of the vehicles and equipment used by the Parks Department as directed.
- May occasionally supervise community service workers or temporary employees as required.

PERIPHERAL DUTIES

- Serves as a member of various employee committees, as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from high school or GED equivalent, and
- Two years' experience in repair and maintenance work of a park operation, or
- Any equivalent combination of relevant education and experience

Necessary Knowledge, Skills and Abilities:

- Working knowledge of equipment, materials and supplies used in building and grounds maintenance; Working knowledge of equipment and supplies used to do minor repairs; Working knowledge of first aid and applicable safety precautions;
- Skill in the operation of listed tools and equipment;
- Ability to work independently and to complete daily activities according to work schedule; Ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions; Ability to communicate orally and in writing;
- Ability to use equipment and tools properly and safely; Ability to understand, follow, and transmit written and oral instructions; Ability to establish effective working relationships with employees, supervisors, and the public.

DESIRED CERTIFICATIONS

- (A) Possession of an Oregon Pesticide Applicator License
- (B) Possession of Playground Safety Inspector Certification
- (C) Possession of Arborist or Municipal Arborist Certification
- (D) Possession of an Oregon Boater License
- (E) Possession of at least two (2) of the following
 - Herbicide Application License
 - Fungicide Application License
 - Insecticide Application License
 - Aquatics Application License

SPECIAL REQUIREMENTS

Valid state driver's license or ability to obtain one within thirty (30) days of hiring.

TOOLS AND EQUIPMENT USED

Pickup truck and Cushman 3-wheeler; lawn and landscaping equipment, including tractors, mowers, airifier, chain saw, edgers, weed trimmers, electric motors, pumps, sprinklers, irrigation systems; miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employee should be able to swim.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually loud.

EMPLOYEE ACKNOWLEDGEMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the **Parks Specialist** job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Print Name: _____

Manager Signature: _____

Date: _____