

CITY OF LAKE ELSINORE

PARKS SPECIALIST

*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 within the position.*

DEFINITION:

Under general supervision, leads, oversees, reviews, and performs a wide variety of skilled maintenance and repair within the City parks and recreation facilities; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Parks Specialist is the advanced journey level class in which incumbents are expected to independently perform the full scope of assigned duties. This class is distinguished from the Maintenance Worker II class by its overall supervisory responsibility for park crews. This class is distinguished from the Maintenance Supervisor class in that the latter has broader responsibility for the City's programs for maintenance and repair of City parks and recreation facilities.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Parks Lead Worker. As training and experience is gained, more independence of action will be expected. Employees at this level receive only periodic instruction as new or unusual situations arise and when operating procedures and policies change or are newly implemented.

Exercises functional supervision. Trains, directs, and monitors the work of Maintenance Workers I and II, temporary and work release crews. Gives input to direct supervisor for employee performance evaluations and recommends disciplinary actions.

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

- Assists in the coordination of personnel and equipment for current maintenance and repair projects.
- Maintains equipment in satisfactory working order.
- Trains subordinates in safe work practices.
- Inspects, maintains, and prepares sports fields for use by City and local leagues.
- Clears ditches and streams.
- Lifts, moves, or loads heavy objects, materials, and equipment.

- Sweeps, clears, and cleans roadsides, gutters, curbs, culverts, catch basins, and other drainage structures.
- Removes debris and clears undergrowth using chain saw and weed eater.
- Oversees and builds park structures such as storage structures, gazebos, and barbecue and picnic areas.
- Oversees the maintenance and landscaping of City parks, including the installation and maintenance of irrigation and sprinkler systems, turf management, tree trimming, masonry and pesticide and herbicide spraying.
- Oversees the selection of and selects plants, shrubs, and trees to be planted in City parks and other facilities.
- Prunes trees and hauls away debris.
- Inspects, repairs, and replaces parts in City playground equipment.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking on slippery, level and uneven surfaces, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. The position also requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The nature of the work also requires the incumbent to drive motorized vehicles. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

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 Parks Specialist. A typical way of obtaining the required qualifications is to possess a high school diploma and extensive experience in construction or maintenance work, including the operation of light power-driven equipment; Or two years as a Maintenance Worker II; and possession of a State Pesticide Applicators and valid

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

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

Knowledge of:

Work practices relating to the maintenance and construction of municipal facilities such as streets, sewers, water lines, and landscaped areas; Landscape maintenance practices, including knowledge of irrigation, turf management, landscape design and plant identification; Common construction and maintenance hand and power tools, equipment and materials; Basic mechanical principles; Proper procedures for working safely with hand and power tools and motorized equipment.

Ability to:

Coordinate projects and supervise other workers; Understand and follow oral and written instructions; Lift and move heavy loads; Drive a dump truck or like vehicle requiring comparable skills; Operate and train others in the safe use of pneumatic and power tools and other light power equipment as required for the performance of the duties; Operate and train others in the safe use of hand tools; Perform skilled tasks in the construction and maintenance of street, utility, parks and building facilities; Maintain effective working relationships with other employees; Communicate in a courteous manner with the public; Work independently exercising good judgment and initiative.

Skill to:

Operate and office computer and a variety of word processing and software applications.