



# SAN RAFAEL

THE CITY WITH A MISSION

## Parks Maintenance Worker I/II

Level I: \$4,763 - \$5,789 per month

Level II: \$5,001 - \$6,079 per month

Plus excellent benefits

**APPLICATION DEADLINE:** *Apply by Tuesday, October 5, 2021 for first consideration*

**THE CITY** is focused on enhancing our community members' quality of life through well-designed services and a positive workplace culture. San Rafael is the economic and cultural heart of Marin County, and its high quality of life is centered on its commercial districts, engaged neighborhoods, active lifestyle, and natural environment. San Rafael (population 59,000) is a full-service city with a city council/city manager form of government with 12 departments, more than 400 employees, and an annual budget of \$100 million. The City's vision is to be a vibrant economic and cultural center reflective of its diversity. The City Council is engaged and seeks to strengthen the urban and commercial areas as well as sustain the beautiful natural environment.

San Rafael's Organizational culture framework is an initiative called ["Together San Rafael."](#) City employees are our greatest asset, and we seek talented individuals with diverse backgrounds who are creative, curious, and excited about a challenge. We are a results-driven team focused on the needs of community members. The [Together San Rafael initiative is focused](#) on modernizing City services and increasing the engagement of employees. This initiative recognizes the interconnectedness of the customer and employee experience.

### **THE POSITION:**

The City of San Rafael Public Works Department is seeking a full-time Parks Maintenance Worker I/II. Under general supervision, this position performs a variety of tasks involving the maintenance, repair, improvement and cleaning of parks, park buildings, recreational facilities, and related areas.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES (including but not limited to):**

- Mows and edges lawns, ball fields, and other turf using edgers and walk behinds and riding reel, rotary, and flail mowers.
- Prunes, trims, shapes and manicures shrubs, hedges, and small trees.
- Irrigates using manual and automatic irrigation devices.
- Rakes, sweeps, and uses power blower or vacuum to clear leaves and debris.
- Weeds beds, prepares soil, and plants trees, shrubs and plants.
- Repairs vandalism to park facility plumbing, walls and paint.
- Cleans park rest rooms, walkways, patios, and related areas.
- Picks up litter and trash in parks, on and along street islands, and in other areas.

- Maintains ball fields including dirt areas, striping, and turf.
- Adjusts and performs routine maintenance of equipment.
- Installs, adjusts, and repairs sprinkler systems and related plumbing including valves, heads, time clocks, and PVC, galvanized and copper pipes.
- Maintains swimming pools including measuring chemical conditions.
- Operates trenchers, dump trucks, backhoes and loaders, and other tractor attachments to excavate, load, move grade or smooth dirt, materials, and trees; operates street sweeper to clean large paved areas.
- Prepares forms, mixes, pours and finishes concrete.
- Participates in emergency Public Works repairs and maintenance including work in other sections of the department.
- Works emergencies and special events.
- May mix chemicals and operate equipment to apply fertilizers and pesticide.
- Operates vehicles with trailers.
- Performs related duties as assigned.

**KNOWLEDGE OF:**

**Parks Maintenance Worker I:**

- Use and maintenance of basic hand and power tools common to the field.

**Parks Maintenance Worker II: (In addition to the requirements of Parks Maintenance Worker I)**

- Use and maintenance of basic hand and power tools common to the field.
- Plants, trees, and landscaping materials.
- Methods, materials, tools and equipment used in groundskeeping.
- Installation and maintenance of landscape irrigation systems and basic plumbing.
- Swimming pool operation and maintenance.
- Methods, materials, tools and equipment used in basic carpentry and concrete work.
- Operation and operator maintenance of a variety of power tools and equipment.
- Safe working practices including traffic barriers and protective clothing and devices.

**ABILITY TO:**

**Parks Maintenance Worker I:**

- Operate a vehicle with trailer.
- Use basic hand and power tools common to groundskeeping.
- Understand and follow oral and written instructions.
- Establish and maintain cooperative working relationships.
- Operate a variety of power tools and equipment.

**Parks Maintenance Worker II: (In addition to the requirements of Parks Maintenance Worker I)**

- Operate hand and power mowers, edgers, saws, pruners, tractors, tractor attachments such as back hoes and loaders, sprayers, trucks, blowers, etc.
- Prune, plant, and irrigate turf, landscape and trees.
- Install, repair, and adjust landscape sprinkler systems.
- Identify plant disease, nutrient, watering and related problems.
- Perform basic carpentry and concrete work required for vandalism repair and park improvements.
- Maintain sanitary and safe swimming pool conditions including sampling and adding chemicals, and maintaining gas chlorine systems.
- Mix and apply pesticides and fertilizers.

- Ability to perform or learn to perform traffic control setups necessary to complete daily assignments.
- Ability to operate or learn to operate a computer and work-related software.

**EDUCATION/EXPERIENCE/OTHER REQUIREMENTS:**

- High school diploma or equivalent
- Able to read, speak and write English
- Incumbents assigned to this job classification are subject to Department of Transportation's Drug and Alcohol Regulations if they possess a Class B driver's license and opt to utilize the license on the job.

**Parks Maintenance Worker I:**

- Previous work experience involving groundskeeping, horticulture, and irrigation is preferred.

**Parks Maintenance Worker II:**

- Three years of work experience involving groundskeeping

**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. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stoop, kneel, crouch, or drawl. The employee is occasionally required to climb or balance and taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outdoor weather conditions. The noise level in the work environment is usually very loud.

**APPLICATION AND SELECTION PROCESS:**

**City of San Rafael application is required.** Resumes do not substitute for the City application. Candidates should detail related education and experience on the application since this information will be used to determine who will be invited to participate in the next phase of the examination process. The examination process may include any or all of the following: Application appraisal, oral board examination, and written examination. The passing point for the oral and/or written examination final score will be 70%. Prior to appointment, candidate must pass a background check, DMV check, pre-employment physical/drug screen, and fingerprinting. To file an application, go to [www.calopps.org](http://www.calopps.org). Select "Member Agencies". Select "City of San Rafael". For more information on the City of San Rafael, go to [www.cityofsanrafael.org](http://www.cityofsanrafael.org). Follow this link to submit your application: <https://www.calopps.org/san-rafael/job-20165548>

**Reasonable Accommodation:** The City of San Rafael will make reasonable accommodations in the exam process to accommodate disabled applicants. If you have a disability for which you require an accommodation, please contact us at 415-485-3474 no later than seven (7) calendar days before the test date.