

CITY OF CHOWCHILLA
Job Description

DEPT: Parks & Recreation	DATE: January 2001
TITLE: Park & Facilities Worker I	SUPERSEDES: N/A
JOB #:	TOTAL PAGES: 3
SALARY RANGE: 24	ASSOCIATION: CCEA

A. PURPOSE:

Under supervision, ensures enjoyable experience for park visitors and recreational facility users by providing clean, well-maintained, and attractive parks and facilities and information about park and recreation facilities and services.

B. DISTINGUISHING CHARACTERISTICS:

Some positions may require a valid Commercial Applicator's Certificate, and involve the use of mechanized spraying equipment for the application of pesticides and herbicides. This class is further distinguished by need for greater independence of judgment and action and because incumbents may act as a lead worker with other Park Workers.

C. ESSENTIAL FUNCTIONS:

Maintains hazard-free, attractive park and recreational facility by:

- 1.) Mowing, watering, and shaping lawns and shrubs.
- 2.) Planting, watering, cultivating, weeding, pruning, and fertilizing trees, shrubbery, flowers, and lawns at City parks and recreational facilities.
- 3.) Emptying trash receptacles, mopping, sweeping, and raking park sites as needed.
- 4.) Performing semi-skilled plumbing, carpentry, painting, and mechanical maintenance of recreation equipment and facilities.
- 5.) Maintaining and repairing playground equipment.
- 6.) Hauling debris from park sites to landfill area.
- 7.) Installing and replacing bullards and fences.
- 8.) Assembling tables, benches, and bleachers.
- 9.) Rototilling, grading, and smoothing infields at ball diamonds.
- 10.) Maintaining tennis courts, including replacing of nets and lights.
- 11.) Installing, maintaining, and repairing sprinkler systems in City parks.
- 12.) Performing related work as required.

D. ESSENTIAL RESPONSIBILITIES:

1. General and Specialized Job Knowledge and Abilities:
 - (a) General Knowledge of: Basic methods, materials, and equipment used in the care of maintenance of parks, grounds, and recreation facilities.
 - (b) Specialized Knowledge of: Tools used in the construction and maintenance of parks, landscaped area, operate and maintain chemical spraying equipment in performance of chemical spraying duties, operate hand tools mechanical equipment in a safe and effective manner.
 - (c) Ability to: understand and follow oral and written instructions. Ability to perform physical work requiring manual labor and dexterity. To establish and maintain effective work relationships with co-workers and general public.
2. Resources, Including Money, Equipment, Materials and Records:

Various hand and power tools, digging and cutting tools, portable generator, telephone, reports, form, pencils, and pens, calculators, automobile, two-way radio, pager, maps, plans, and blueprints, key to City locks.
3. Solving Problems: The checks and test condition of lagoons determining the different stratification's water and waste system services.
4. Performance of Others: Office staff and functional responsibility for service of other departments. Establish, maintain and foster positive and harmonious working relationship with those contacted in the course of work.
5. Relations with:
 - (1) Internal Relations with: Supervisors, other construction and maintenance personnel, City Engineer, Recreation Department, Fire Department, Police Department, Chamber of Commerce, and City Hall.
 - (2) Eternal Relations with: General public, School District, merchants, vendors, Chowchilla District Hospital, and contractors.
6. Communications:
 - (1) Oral: communications
 - (2) Written: follow written instructions

(3) Visual: Installation hazards supervise operation recognizing unusual, inefficient or dangerous operating conditions and taking appropriate action.

(4) Auditory: conversation

7. Safety:

(1) Hazardous conditions: precautions associated with ground maintenance tool and equipment usage.

(2) Frequency: Daily

(3) Consequence: from minor injury such as scrapes contusions, burns and abrasion up to and including permanent disability or death.

8. Tolerance of Job Conditions: The work environment characteristics Describe here and representative of those and employee encounters accommodations may be enable individuals with disabilities to perform the essential functions.

Heat, sun, cold, damp, rain, and fog; insects cramped awkward and uncomfortable positions, dust, heavy physical labor, chemicals and caustic materials.

9. Physical Aptitude: walking, driving mobility, speaking/hearing, seeing, sitting/standing, climbing, self-contained breathing.

10. Application of Mental and Physical Effort: requires heavy physical labor and the ability to perform a variety of skilled and semi-skilled crafts, ability to concentrate for extended periods while perform skilled crafts and maintain a constant awareness of safety hazards and potential danger.

E. PRERQUISITES:

1. Education and Experience:

Sufficient education, training and experience to demonstrate the knowledge, skills and abilities listed above. Normally, these would normally be acquired by completion of one (1) year of experience in the care of maintenance of parks and recreation facilities. An equivalent combination of education and experience.

2. Licenses, Registration, Accreditation, etc.:

Possession of or the ability to obtain an appropriate Valid Ca Driver's License.

Date:	City Administrator:
Date:	Dept. Head:
Date:	Employee:

CITY OF CHOWCHILLA
Job Description

DEPT: Parks and Recreation	DATE: January 2001
TITLE: Park & Facilities Worker II	SUPERSEDES: N/A
JOB #: 200	TOTAL PAGES: 4
SALARY RANGE: 28	ASSOCIATION: CCEA

A. PURPOSE:

Under general supervision, ensures enjoyable experience for park visitors and recreational facility users by providing clean, well-maintained, and attractive parks and facilities and information about park and recreation facilities and services.

B. DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the Park Worker I class by the need for specialized skill of a technical nature. In addition, some positions may require a valid Commercial Applicator's Certificate, and involve the use of mechanized spraying equipment for the application of pesticides and herbicides. This class is further distinguished by need for greater independence of judgment and action and because incumbents may act as a lead worker with other Park Workers.

C. ESSENTIAL FUNCTIONS:

- 1.) Provides for well-maintained, hazard-free, attractive park and recreational facility setting by:
- 2.) Preparing, mixing, and applying toxic chemicals for weed, grass, and/or pest control purposes.
- 3.) Applying soil nutrients to trees, ornamentals, and lawns.
- 4.) Troubleshooting automatic sprinkler system and timers
- 5.) Repairing, replacing, and installing sprinkler valves, controllers, micro-switches, and sprinkler heads.
- 6.) Repairing, replacing, and installing drinking fountains.
- 7.) Performing concrete work including building forms, mixing concrete and finish work
- 8.) Repairing, replacing and installing tables, benches, and bleachers
- 9.) Performing construction type work such as plumbing, carpentry, plaster, masonry, etc.

- 10.) Ensures the proper coordination and cooperation of maintenance efforts by acting as lead worker to subordinate park workers.
- 11.) Provides park visitors and recreating facility user satisfaction and enjoyment by answering questions, providing information, and maintenance service with tact, courtesy, and promptness.

D. ESSENTIAL RESPONSIBILITIES:

1. General and Specialized Job Knowledge and Abilities:
 - (a) General Knowledge of: general maintenance construction, tools, and equipment. Specific skilled work area requiring specialized park maintenance procedures and practices. The application of herbicides and pesticides.
 - (b) Specialized Knowledge of: Knowledge of safety procedures for the operation of park maintenance equipment and mixing of toxic chemicals.
 - (c) Ability to: establish and maintain effective work relations with co-workers and the general public. Provide lead supervision to other Park Workers. Perform full range of duties under adverse climatic conditions. Prepare mix, and apply toxic chemicals safely and in compliance within written instructions. Install and maintain sprinkler systems mix, pour, and finish concrete. Construct forms, etc. Read plans, specifications, and follow directions. Install or repair plumbing for drinking fountains. Mix and apply plaster to walls.
2. Resources, Including Money, Equipment, Materials and Records: Various hand and power tools, digging and cutting tools, portable generator, telephone, reports, form, pencils, and pens, calculators, automobile, two-way radio, pager, maps, plans, and blueprints, key to City locks.
3. Solving Problems: The checks and test condition of lagoons determining the different stratification's water and waste system services.
4. Performance of Others: Operators and other engaged in the installation.

5. Relations with:

- (1) Internal Relations with: Supervisors, other construction and maintenance personnel, City Engineer, Recreation Department, Fire Department, Police Department, Chamber of Commerce, Transit Authority, and City Hall.
- (2) Eternal Relations with: General public, School District, merchants, vendors, California Water Company, California Gas Company, Chowchilla District Hospital, and contractors

6. Communications:

- (1) Oral: communications
- (2) Written: follow written instructions
- (3) Visual: Installation hazards supervise operation recognizing unusual, inefficient or dangerous operating conditions and taking appropriate action.
- (4) Auditory: conversation

7. Safety:

- (1) Hazardous conditions: procedures for operation of park maintenance equipment and mixing of toxic chemicals.
- (2) Frequency: Daily
- (3) Consequence from minor injury such as scrapes contusions, burns and abrasion up to and including permanent disability or death.

8. Tolerance of Job Conditions: The work environment characteristics Describe here and representative of those and employee encounters accommodations may be enable individuals with disabilities to perform the essential functions.

Heat, sun, cold, damp, rain, and fog; insects ramped awkward and uncomfortable positions, dust, heavy physical labor, chemicals and caustic materials.

9. Physical Aptitude: walking, driving mobility, speaking/hearing, seeing, sitting/standing, climbing, self-contained breathing apparatus approx. 20 lbs.
10. Application of Mental and Physical Effort: requires heavy physical labor and the ability to perform a variety of skilled and semi-skilled crafts, ability to concentrate for extended periods while perform skilled crafts and maintain a constant awareness of safety hazards and potential danger.

E. PRERQUISITES:

1. Education and Experience:

Sufficient education, training and experience to demonstrate the knowledge, skills and abilities listed above. These would normally be acquired by completion of two- (2) year's experience in a specialized area of work in the care and maintenance of municipal park grounds, facilities, and equipment, and completion of high school.

2. Licenses, Registration, Accreditation, etc.:

Possession of a valid California driver's license. May require possession of a valid California Commercial Applicator's Certificate.

Date:	City Administrator:
Date:	Dept. Head:
Date:	Employee:

CITY OF CHOWCHILLA
Job Description

DEPT: Parks and Recreation	DATE: January 2013
TITLE: Parks & Facilities Worker III	Supersedes: N/A
JOB #: 200	TOTAL PAGES: 4
SALARY RANGE: 32	ASSOCITION: CCEA

A. PURPOSE:

Under general supervision, ensures enjoyable experience for park visitors and recreational facility users by providing clean, well-maintained, and attractive parks and facilities and information about park and recreation facilities and services. Performs park maintenance task and oversees, directs and coordinates park worker crews in a lead capacity.

B. DISTINGUISHING CHARACTERISTIC:

This is a lead worker position and is distinguished from the Parks Worker I/II position by responsibility for adhering to schedules and maintaining quality of park projects, productivity of the park's workers and safe operations of equipment.

C. ESSENTIAL FUNCTIONS:

- 1) To perform general parks maintenance duties.
- 2) Oversee, coordinate, and/or lead park district personnel, support services crews and park maintenance crews.
- 3) Work with crew to assure accuracy and compliance to City standards.
- 4) Assist Parks Supervisor in scheduling and directing the work of a crew assigned to the Parks Division.
- 5) Monitor daily logs of work in progress and jobs completed by crews.
- 6) Perform skilled work in the efficient and safe operation of parks maintenance equipment.
- 7) Respond to public complaints regarding parks projects and inform public of City standards and policies.

- 8) Inspect park vehicles and equipment to assure safe operating conditions.
- 9) Assist Parks Supervisor in training new employees in established procedures and safe equipment operations.
- 10) Operate power and hand tools such as blowers, mowers, edger's, sod cutters, aerifiers, and chain saw.
- 11) Maintain and perform complex repairs to sprinkler/irrigation system; install and repairs sprinkler heads, clocks, lines, valves, and controllers; set controllers to regulate watering.
- 12) Perform a variety of semi-skilled and skilled grounds, landscaping and gardening functions.
- 13) Operate and maintain a variety of automotive and specialized equipment including truck, tractor, hydraulic boom truck, mowers, and dump truck.
- 14) Provide park visitors and recreating facility user satisfaction and enjoyment by answering questions, providing information, and maintenance service with tact, courtesy, and promptness.
- 15) Perform related work as required.

D. ESSENTIAL RESPONSIBILITIES:

1. General and Specialized Job Knowledge and Abilities
 - a) General Knowledge of: general maintenance construction, tools, and equipment. Specific skilled work area requiring specialized park maintenance procedures and practices. The application of herbicides and pesticides.
 - b) Specialized Knowledge of: Knowledge of safety procedures for the operations of park maintenance equipment and mixing toxic chemicals.
 - c) Ability to: Oversee, coordinate, and direct the work of others in a lead capacity. Operate equipment efficiently and skillfully according to traffic laws, ordinances, and regulations. Communicate effectively in oral and written form. Maintain records logs related to parks projects. Prepare accurate written reports. Establish and maintain effective work relationships with other employees, supervisors and the public.
2. Resources, Including Money, Equipment, Materials and Records:

Various hand and power tools, digging and cutting tools, portable generator, telephone, reports, form , pencils, and pens, calculators, automobile two-way radio, pager, Nextel, maps plans, and blueprints, keys to City Locks.

3. Performance with others: Office staff and functional responsibility for service of other departments. Establish, maintain, and foster positive harmonious working relationship with those contacted in the course of work.
4. Relations with:
 - a) Internal Relations with: Supervisors, other construction and maintenance personnel, Fire Department, Police Department, Chamber of Commerce, Transit Authority and City Hall.
 - b) External relations with: General public, School Districts, merchants, vendors, Pacific Gas and Electric, AT&T, Chowchilla District Hospital and contractors.
5. Communications:
 - a) Oral: instructions and conversations.
 - b) Written: handwritten diagrams and notes, installation location maps.
 - c) Visual: installations hazards supervise operating recognizing unusual, inefficient or dangerous operating conditions and taking appropriate action.
 - d) Auditory: Noises, denoting danger, or threat from vehicular traffic, spoken instructions, signals and commands.
6. Safety:
 - a) Hazardous Conditions: procedures for operation of park maintenance equipment and mixing toxic chemicals.
 - b) Frequency: daily
 - c) Consequence: from minor injury such as scrapes contusions, burns and abrasion up to and including permanent disability or death.

7. Tolerance of Job Conditions: The work environment characteristics describe here and representative of those and employee encounters accommodations may be enable individuals with disabilities t perform the essential functions.

Heat, sun, cold, damp, rain, and fog; insects ramped awkward and uncomfortable positions, dust, heavy physical labor, chemicals and caustic materials.

8. Physical Aptitude: walking, driving mobility, speaking/hearing, seeing, sitting/standing, climbing, self-contained breathing apparatus approx. 20 lbs.
9. Application of Mental and Physical Effort: requires heavy physical labor and the ability to perform a variety of skilled and semi-skilled crafts, ability to concentrate for extended periods while perform skilled crafts and maintain a constant awareness of safety hazards and potential danger.

E. PREREQUISITES:

a) Education and Experiences:

Sufficient education, experience and training to demonstrate the knowledge's, skills, and abilities. These would normally be acquired by the completion of high school and three years experience in the park maintenance activities to include equipment operations and landscape horticulture practices, or and equivalent combination of education and experience

b) Licenses, Registrations, Accreditation, etc. :

Possession of a valid California driver's license. May require possession of a valid California Commercial Applicator's Certificate.

Date:	City Administrator:
Date:	Dept. Head:
Date:	Employee: