

City of South San Francisco  
Human Resources Department

## **Park Maintenance Worker**

### Class Description

#### **Definition**

Under general supervision, performs unskilled and semi-skilled tasks in the maintenance of park grounds, equipment, and facilities, street medians, trees, and other landscaped areas; and does related work as required.

#### **Distinguishing Characteristics**

This is the experienced, entry-level classification in the series. It is distinguished from the next higher class in that the latter represents the full journey level and performs the more specialized, skilled, and difficult types of park maintenance work. Work may be performed independently or as a member of a crew. Depending upon assignment, work is performed under close to general supervision. Incumbents may provide limited work direction to less experienced employees in this classification or to temporary and seasonal workers.

#### **Typical and Important Duties**

1. Maintains all types of landscaped areas through mowing, watering, planting, trimming, weeding, and fertilizing.
2. Applies insecticides, herbicides, and fertilizers.
3. Operates trucks, tractors, mowers, chippers, and related grounds and tree maintenance equipment.
4. Cleans and perform minor repairs to park and recreation equipment, buildings, and related facilities; maintains and prepares athletic fields.
5. Assists in the maintenance of sprinkler systems; assists in the maintenance and minor repair of power driven equipment.
6. As assigned, works extended or irregular hours.
7. Assists in the general cleaning and maintenance of the Corporation Yard.
8. May provide limited work direction to less experienced employees in this classification or to temporary and seasonal personnel.
9. Performs related duties and responsibilities as assigned.

#### **Job-related Qualifications**

##### *Knowledge of:*

- Basic techniques, tools, equipment, and materials used in parks and landscape maintenance.
- Occupational hazards and safety practices and procedures related to the work.

*Ability to:*

- Effectively and safely perform a variety of semi-skilled and unskilled park maintenance tasks.
- Safely apply chemicals.
- Follow written and verbal instructions.
- Use a variety of hand and power tools.
- Operate light motorized equipment.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Perform heavy physical and manual labor.
- Use initiative and independent judgment within established policy and procedural guidelines.
- Organize own work, meet critical deadlines, and follow-up on assignments with a minimum of direction to maintain public facilities to established standards.
- Work in a safe manner, following City safety practices and procedures.
- Represent the City, the department, or the organizational unit effectively in contacts with representatives of other agencies, City departments, and the public.
- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Maintain confidentiality regarding sensitive information.

*Skill in:*

- Driving a variety of vehicles safely.

**Experience and Training**

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

*Experience:* One year of experience in parks and landscape maintenance work.

*Training:* Equivalent to graduation from high school.

**Licenses and Certificates**

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, an appropriate, valid California commercial driver's license, with proper endorsements and a satisfactory driving record.

**Special Requirements**

Essential duties require the following physical skills and work environment:

*Physical Skills:* Able to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb; lift and carry 75 pounds; dexterity to drive trucks and large vehicles; distinguish among various colors; distinguish various computer generated auditory signals; use common hand tools; vision

to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone.

*Work Environment:* Work in a shop and field setting; exposure to inclement weather, cold, heat, noise, outdoors, dust, dirt, vibration, chemicals, traffic, traffic hazards, confining workspace, mechanical hazards, electrical hazards, and explosive hazards.

*Ability to:* Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; maintain a clean and neat appearance; work protracted and irregular hours; respond to a pager; take 24-hour call and stand-by; available for evening meetings; available for unusual hours in emergencies.

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DOT: Yes  
Physical: Class 2  
Status: Classified/Non-exempt  
EEOC Category: EF6/EJ8  
Job Code: A250

**ADA Documentation of Essential Duties**

1. SDE
2. MAE
3. SDE
4. SDE
5. MAE
6. MAE
7. OAE
8. OAE