



CLASS SPECIFICATION FOR:

Park Services Specialist II

General Statement of Duties:

Performs a wide variety of duties to prepare sites and facilities Countywide for events and activities sponsored by the Division of Recreation and Parks or other County agencies or officials; safely operates a wide variety of equipment necessary for the proper care management of the Division of Recreation and Parks' fields, grounds and other infrastructure including buildings, parks, trails, etc.; performs a wide variety of tasks as assigned including but not limited to landscaping tasks, trail maintenance, clearing grounds, trash and debris removal, nuisance wildlife removal, etc. at locations Countywide; does related work as required. Most work is performed as part of a team with various other activities reliant on the safe and timely completion of assigned duties.

Distinguishing Features of Class:

A position in the Park Services Specialist series may follow one of two career tracks, or may follow a blend of the two career tracks. In each track, or any combination of tracks, an employee proficiently performs the duties assigned to a Park Services Specialist I in addition to level II duties. An employee may routinely drive County vehicles; assist with trails and park landscaping and maintenance activities; perform routine monthly playground inspections; make minor repairs to equipment and surfaces; or be responsible for learning and handling basic assignments in one recognized trade; assisting tradesman as assigned. Any position in the Parks Services Specialist series may be assigned to perform or assist with various landscaping activities, trail work, tree/shrub work and other types of site maintenance at parks and facilities Countywide such as clearing grounds; trash and debris removal; nuisance wildlife removal. Work is performed independently and as part of team working at various assigned locations Countywide with minimal supervision. Employee is also responsible for the safe operation of all County equipment which may include County vehicles.

Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- May be assigned to use a variety of hand tools, power tools and riggings incidental to the set-up/breakdown of sites and site/event specific facilities and equipment, including all sizes of tents and stages, as well as movement and/or placement of equipment and other items in or between locations;
- Maintains a CDL Class A or a Class B license (depending on track and assigned duties) with necessary endorsements for operating dump trucks, trucks with trailers, heavy equipment, hauling materials to/from job sites, hauling equipment to/from job sites, and operating a wide variety of other department equipment and/or vehicles;
- Assists with the more complex maintenance of trails, landscaping and grounds maintenance activities, which may include nuisance wildlife removal, within the park system using various hand held manual and power equipment;
- Performs routine monthly inspections of playgrounds, makes minor repairs to equipment and surfaces, applies safety surfaces, identifies and reports hazards, documents any issues, and advises supervisor work order is needed;
- Obtains and maintains a Cat 60 Registered Technician License to assist with a variety of grounds maintenance duties including pesticide application;
- Cross trains with at least one other Parks Services section (ball fields, turf, park maintenance, center maintenance, etc.) to provide support during peak season and special events and assist with off-season work;
- Cross trains with other crews to ensure necessary trained manpower is available when needed (e.g. tarps, trails);
- Learns and assists with one trade such as carpentry, painting, plumbing, small engine maintenance and repair;
- Safely operates a forklift, includes obtaining and maintaining forklift certification;
- Provides excellent customer service by assisting customers as needed or upon request;
- Maintains and make minor repairs to equipment and tools necessary to perform assigned duties;
- Recognizes life cycle issues and upcoming maintenance and repair needs and reports them to supervisor;
- Completes work orders at site and in the current system;
- Utilizes proper personal protection equipment (PPE) at all times;
- Trains and shares information and technical knowledge with all other specialists and Parks Services Division staff appropriately;
- Participates in all scheduled meetings and trainings;
- Assists with inclement weather cleanups and serves as event staff as assigned (e.g. tarps, special events, etc.);
- Directs the work activities of temporary staff, including training temporary staff
- Obtains and maintains a Cat 60 Registered Technician License;



CLASS SPECIFICATION FOR:

Park Services Specialist II

- Maintains a valid driver's license and a safe driving record;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

May require: sound working knowledge of a wide variety of hand and power tools as well a wide variety of knots and riggings; basic working knowledge of tree, trail and landscaping maintenance; sound understanding of the handling of nuisance wildlife such as pests, bees, etc. May require: sound working knowledge of a wide variety of equipment, including heavy equipment, and power tools; ability to work from plans and specifications and to follow rough sketches and oral instructions; sound knowledge of safety rules/regulations and accident-prevention practices; proficient in the safe operation of automotive and other equipment under all types of weather conditions; ability to estimate time and equipment, including any materials, as needed; basic working knowledge of at least one recognized trade with ability to assist tradesmen and perform assigned duties related to that trade. Required of all: good oral and written communication and interpersonal skills with the ability to express ideas clearly and concisely; ability to establish and maintain a good working relationship with County employees and public; basic computer skills with ability to use computer; requires the ability to read, interpret and adhere to complex instructions; requires the ability to create and maintain records; physical condition that will permit heavy lifting, loading, unloading, pushing, reaching, stooping, climbing ladders and working under adverse temperature and/or weather conditions; personal accountability including teamwork and establishing and maintaining positive relationships with the public and County employees; ability to perform basic maintenance and make minor repair to keep equipment incidental to assigned duties in safe working condition; safe driving record with the necessary valid licenses to safely operate County-owned vehicles and equipment; ability to work independently and as part of a team to complete assigned tasks safely and on time; excellent customer service skills; tact; and courtesy. Must be able to positively and appropriately represent the County in all interactions with the public. Requires ability to work a flexible schedule to set-up and breakdown event sites Countywide that may occur any day of the week, including weekends, and during various day and evening hours.

Minimum Education and Experience:

Education: High school education;

Experience: Two (2) or more years of relevant work experience;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- Requires a valid driver's license.
- Depending on assigned duties: May require a Class A or a Class B CDL license with necessary endorsements to operate equipment and vehicles, including vehicles with trailers.
- May require a Cat 60 Registered Technician License.