



CLASS SPECIFICATION FOR:

Park Services Specialist III

General Statement of Duties:

Serves as a working crew leader; responsible for coordinating assignments and activities to ensure efficient completion of work assignments; creates and maintains accurate records; performs more complex work assignments; performs duties as assigned in other operational areas of the Division; 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 and II in addition to level III duties. Serves as a working crew leader assisting with training, coaching and providing feedback; assists with day-to-day supervisory duties such as directing staff at a work site, giving work assignments, work orders, recordkeeping and reporting; assists with documenting incidents; provides feedback to supervisor for performance issues and appraisals. An employee may also perform routine monthly playground inspections; more complex landscaping and grounds maintenance and management; or be responsible for learning and handling basic assignments in one additional trade; assisting tradesman in trades 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):*

- Serves as a work crew leader, coordinating assignments and activities to ensure efficient completion of work assignments and work orders;
- Serves as lead worker assisting supervisor with training, coaching and providing feedback as well as day-to-day supervisory duties such as directing staff at a work site, giving work assignments, work orders, recordkeeping and reporting, assisting with documenting incidents, and providing feedback for performance issues and appraisals;
- Obtains and maintains required licenses and certifications to perform assigned duties;
- Performs complex maintenance of trails, landscaping and grounds maintenance activities, including 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;
- 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);
- Routinely handles assignments in one trade area with minimal oversight in addition to regular duties;
- Learns and assists with two trades such as carpentry, painting, plumbing, small engine maintenance and repair;
- May be required to obtain and maintain forklift trainer certification;
- Provides excellent customer service by assisting customers and staff with issues as needed or upon request;
- Keeps, maintains and prepares accurate records, including incident reports;
- Creates, enter and maintain work orders in the current system, in addition to completing assigned work orders;
- 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;
- Participate in all scheduled meetings and trainings;
- Assists with inclement weather cleanups and serves as event staff as assigned (e.g. tarps, special events, etc.);
- Assists with training and supervising Division staff, including temporary staff;
- Obtains and maintains a valid driver's license;
- Performs on-call duties as assigned;
- May serve as supervisor during supervisor's absence;
- Maintains a valid driver's license and a safe driving record;
- Performs other duties as assigned.



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Park Services Specialist III

Required Knowledge, Skills and Abilities:

May require: considerable 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.; considerable knowledge of playground equipment and safety; sound working knowledge of forklift operations with the ability to train others on the safe operations of forklifts; May require: considerable 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; 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 two recognized trades with ability to assist tradesmen and perform assigned duties related to that trade. Required of all: considerable knowledge of the Division's operations and locations Countywide; sound knowledge of safety rules/regulations and accident-prevention practices; skill in the safe operation and preventive maintenance of assigned equipment under all types of weather conditions; basic supervisory skills including good training skills and the ability to effectively manage workloads, direct the activities of staff efficiently, and to foster and maintain high morale and engagement; 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; good 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 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 work independently and with a team to complete assigned tasks safely and on time; ability to perform basic maintenance and make minor repairs to keep equipment incidental to assigned duties in safe working condition; safe driving record with the necessary valid licenses to ability 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 any day of the week, including weekends, and during various day and evening hours as needed.

Minimum Education and Experience:

Education: Graduation from high school/GED;

Experience: Four (4) 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 assigned equipment including but not limited to dump trucks and pulling trailers.
- May require Cat 60 Registered Technician License.
- May require Certified Pesticide Applicator 3A & 3B License.