



CLASS SPECIFICATION FOR:

Park Services Specialist IV

General Statement of Duties:

Serves as a working first line supervisor; coordinates the activities of assigned staff in a timely and cost effective manner to ensure efficient completion of work assignments; ensures supplies, equipment, tools, etc, are readily available for staff's use; ensures site readiness for use; performs complex work assignments; creates and maintains accurate records; provides fork lift training to employees as certified instructor; does related work as required.

Distinguishing Features of Class:

An employee in this job classification serves as first line supervisor for assigned staff responsible for day-to-day supervisory duties such as hiring/selection; providing training, coaching and feedback; approving leave requests and timecards; setting schedules and giving work assignments; handling performance issues; completing and delivering performance appraisals; etc.; ensures supplies, equipment, tools, etc, are readily available for staff's use, includes approving supply requests and ordering supplies following current Division and County procedures; proficiently performs the duties assigned to a Park Services Specialist I, II and III I in addition to regular duties; and obtains and maintains forklift trainer certification, provides forklift training to Recreation Staff and ensures staff certifications are maintained. Employee also appropriately handles concerns elevated by disgruntled customers/citizens. Requires strong computer skills to create and complete a variety of online tasks and to create and maintain a variety of records. Work is performed independently at various assigned locations Countywide with minimal supervision. Employee is also responsible for the safe operation of County equipment and vehicles.

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

- Responsible for hiring/selection; providing training, coaching and feedback; approving leave requests and timecards; setting schedules and giving work assignments; handling performance issues; completing and delivering performance appraisals; etc;
- Coordinates the activities of assigned staff in a timely and cost effective manner to ensure the ongoing safe condition, care and maintenance, and readiness for use, of County-owned properties under the purview of the Recreation and Parks, includes a wide array of structures, grounds and fields;
- Serves as working supervisor with responsibilities for coordinating assignments and activities to ensure safe operation of equipment, readiness of sites for use, and the efficient completion of work orders;
- Obtains and maintains required licenses and certifications to perform assigned duties;
- Obtains and maintains forklift trainer certification, provides forklift training to Recreation Staff and ensure staff certifications are maintained;
- Ensures supplies, equipment, tools, etc, are readily available for staff's use, includes approving supply requests and ordering supplies following current Division and County procedures;
- Prepares incident and other reports as required or assigned;
- Assists supervisor with cost and budget projections as assigned;
- Provides excellent customer service by assisting customers and staff with complex or unusual requests and issues;
- Completes work orders at site and in the current work order system accurately, timely and cost effectively, creates and maintains work order records for self and others, includes preparing related reports as assigned;
- Learns and assists with three trades such as carpentry, painting, plumbing, small engine maintenance and repair;
- Cross trains with other crews to ensure necessary trained manpower is available when needed (e.g. tarps, trails);
- Tracks and reports costs, ensures activities are completed within approved budget;
- Keeps accurate records for work orders, jobs, maintenance, repairs, mandatory testing, etc. and reports to supervisor for the Section's planning and budgeting purposes;
- Proactively recognizes life cycle issues and upcoming maintenance and repair needs and reports them to supervisor;
- 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.);
- Assists with training and supervising Division staff, including temporary staff;
- May serve as supervisor during his/her absence;
- Performs on-call duties as assigned
- Maintains a valid driver's license and a safe driving record;
- Perform other duties as assigned.



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Park Services Specialist IV

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; thorough knowledge of playground equipment and safety with the ability to obtain and maintain necessary playground inspector certification; sound knowledge and understanding of the handling of nuisance wildlife such as pests, bees, etc.; 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; sound working knowledge of forklift operations with the ability to train others on the safe operations of fork lifts; 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; basic financial skills with the ability to track costs, manage within an approved budget and assist as needed with budget preparation; strong computer skills with ability to use computer and various systems related to assigned duties to complete assigned duties, maintain and retrieve data, and prepare reports; 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 minor repair to 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; sound judgment and decision making skills; 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 that may occur 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: Five (5) or more years of relevant work experience including experience in a lead worker or supervisory capacity;

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 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.
- May require CPSI (Certified Playground Safety Inspector).