

**City of San Rafael  
Job Class Specification**

## **Job Title: Parks Lead Maintenance Worker**

### **SUMMARY**

Under general supervision, to lead and participate in a variety of tasks involving the maintenance, repair, improvement and cleaning of parks, park buildings, recreational facilities, and related areas.

### **CLASSIFICATION CHARACTERISTICS:**

Parks Maintenance Worker III is the first lead level class of this series. Incumbents may independently perform the more complex and responsible duties of the class series, and provide on-site lead direction while participating in routine work of a crew of 3 to 5 employees. This classification provides daily lead direction to an assigned crew. It is distinguished from the Parks Maintenance Supervisor which has ongoing responsibility for an assigned area and group of employees, and may personally direct the larger or more difficult crew jobs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Arranges tools, equipment and materials for assigned jobs such as brush clearing, landscape maintenance and renovation, irrigation system installations, swimming pool maintenance, or pesticide applications.
- Discusses work to be performed with the Parks Maintenance Supervisor; and assigns tasks to individuals.
- Monitors work in progress and directs corrections.
- Provides input to the Parks Maintenance Supervisor for appraising performance.
- Maintains records of work performed and materials used.
- Ensures proper safety precautions are followed at the work site including traffic barriers and warnings, protective clothing, and protective devices.
- Monitors and reports irrigation, disease, and other plant problems.
- Mows and edges lawns; plants trees and plants, irrigates landscaped areas.
- Prunes, trims, shapes and manicures shrubs, hedges, and small trees.
- Maintains swimming pools including measuring chemical conditions, sweeping and cleaning, measuring, mixing and adding chlorine, muriatic acid, and other chemicals, and changing tanks and adjusting liquid chlorine systems.
- Trains other employees to provide assistance as needed.
- Rakes, sweeps, and uses power blower or vacuum to clear leaves and debris.
- Installs, adjusts, and repairs sprinkler systems and related plumbing.
- Repairs vandalism to park facility plumbing, walls, and paint.
- Cleans park restrooms, walkways, patios, and related areas; picks up litter and trash in parks, on and along street islands, and in other areas.
- Maintains ball fields including dirt areas, striping, and turf.
- Operates trenchers, dump trucks, small backhoes and loaders, and other tractor attachments to excavate, load, move, grade or smooth dirt, materials, and trees; adjusts and performs routine maintenance of equipment.
- Prepares forms, and mixes, pours and finishes concrete.
- Participates in emergency Public Works repairs and maintenance including work in other sections of the Department.
- Mixes chemicals and operates equipment to apply fertilizers and pesticides.
- May be assigned to operate heavy motorized street sweeping equipment to clean residential and commercial streets of trash and other accumulations.

- Performs related work as required.

### **KNOWLEDGE OF:**

- Techniques of lead supervision including planning, assigning, and monitoring work.
- Methods, materials, tools and equipment used in groundskeeping.
- Plants, trees, and landscaping materials, plant diseases, water, nutrient and light requirements, pesticides, and fertilizers.
- Basic plumbing, carpentry, and concrete work as it applies to grounds work.
- Swimming pool maintenance including chlorine systems.
- Operation and operator maintenance of power tools and equipment.
- Safe working practices including traffic barriers and protective clothing and devices.

### **ABILITY TO:**

- Lay out jobs, plan tools and materials, and assign and review work.
- Keep records of work performed, hours and materials used, etc.
- Operate hand and power mowers, edgers, saws, pruners, tractors, tractor attachments such as backhoes and loaders, sprayers, trucks, blowers, etc.
- Prune, plant, and irrigate turf, landscaping and trees.
- Install, repair, and adjust landscape sprinkler systems.
- Identify plant disease, nutrient, watering, and related problems.
- Perform basic carpentry and concrete work required for vandalism repair and park improvements.
- Maintain sanitary and safe swimming pool conditions including sampling and adding chemicals, and maintaining chlorine systems.
- Mix and apply pesticides and fertilizers.
- Lead and motivate Maintenance Workers.
- Work in unpleasant and potentially hazardous conditions.
- Work overtime and be subject to call out for Public Works emergencies.

### **EDUCATION and/or EXPERIENCE:**

Graduation from high school or equivalent, and two years of responsible experience in grounds maintenance, equivalent to the Parks Maintenance Worker II classification at the City of San Rafael.

### **LANGUAGE SKILLS:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

## **CERTIFICATES, LICENSES, REGISTRATIONS:**

Must possess a valid California Class "B" driver's license within six (6) months of the date of appointment to the job classification and have a satisfactory driving record upon initial appointment.

May be required to obtain a pesticide applicator's license issued by the State of California.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance and taste or smell. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outdoors weather conditions. The noise level in the work environment is usually very loud.

Incumbents assigned to this job classification are subject to Department of Transportation's Drug and Alcohol Regulations.

**Hazards:** Hazards are moderate, fairly predictable and protected against.

FLSA Status: Nonexempt  
Prepared By: Nash & Co.  
Approved By: City of San Rafael  
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