

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: PARKS MAINTENANCE SPECIALIST I/II/III  
CLASS CODE: I - 8902 II - 8901 III - 8900

FLSA STATUS: NON-EXEMPT  
SUPERVISORY STATUS: I - NONE II - NONE III - LEAD

EFFECTIVE DATE: 10/05/2016 (REVISED 6/14/2008 VERSION)  
DEPARTMENT: PUBLIC WORKS

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## **JOB SUMMARY**

Performs a wide variety of semi-skilled and skilled maintenance, construction, and repair work in order to clean and maintain Utah County parks and parkways.

## **CLASS CHARACTERISTICS**

***Parks Maintenance Specialist I:*** Works under close to general supervision of the Parks Maintenance Supervisor in performing duties at the entry or training level or in performing routine tasks that are less complex than those performed at the full performance level.

***Parks Maintenance Specialist II:*** Incumbents in this classification level work under general supervision of the Parks Maintenance Supervisor in performing duties of considerable difficulty that involve some independent judgement and have additional experience and/or education or training qualifying them for this full performance level of the series.

***Parks Maintenance Specialist III:*** Works under general supervision of the Parks Maintenance Supervisor in performing the most complex duties within the assigned function. This advanced level requires considerable knowledge of County parks, trails, and parkways and the associated maintenance requirements. Incumbents in this classification are capable of leading and training others in a broad array of park maintenance and construction activities.

## **ESSENTIAL DUTIES**

### ***Parks Maintenance Specialist I:***

Cleans and maintains parks, parkways, restrooms, parking lots, pavilions, picnic areas, fish cleaning stations, boat docks, and equestrian facilities; inspects for hazards and needed repairs; cleans up body fluid and bio-hazard spills when necessary.

Maintains parkways, park grounds, and trails by mowing and edging lawns, raking leaves and removing trash, clippings, trimmings, and other debris; trims and cuts large trees using chainsaws, pole saws, and hedgers.

Cuts back brush from trails; sprays trails and various park areas to control noxious weeds and undesirable vegetation; assists in controlled burns.

Assists in maintaining park sprinkler systems.

Performs snow removal services in County parks, building parking lots, and parkway trails and bridges with snow plow trucks, snow throwers, and shovels.

Hauls topsoil; fills and levels designated areas; installs sod.

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Assists in preparing facilities for scheduled events and activities; assists in opening and closing parks and associated facilities as needed.

Operates a variety of light equipment including tractors, trenchers, riding lawn mowers, fork lifts, lawn edgers, chain saws, etc.; assists in equipment maintenance, makes minor repairs, and monitors and reports overall equipment performance; drives or transports equipment by trailer to various job sites.

Pressure washes picnic tables, pavilion floors, etc.; cleans park restrooms including floors, mirrors, toilets, and sinks; restocks toilet paper, soap, and air fresheners.

Assists other divisions with joint projects or as assigned.

***Parks Maintenance Specialist II (in addition to the duties described above):***

Maintains park sprinkler systems, pumps, and restroom plumbing through routine maintenance and repair including winterization; monitors sprinkler system performance and makes necessary adjustments.

Coordinates reservations and prepares park facilities for scheduled events and activities; opens and closes parks and associated facilities as needed on weekends, holidays, and during evening hours; inspects park facilities for cleanliness and damage after events have concluded.

Monitors park use by patrons; verifies permit or pass holder status; collects proper fees and submits according to policy; responds to phone calls and in-person questions and complaints from the public.

Performs a variety of skilled construction and maintenance duties as needed; constructs picnic tables and anchors the same to pavilion concrete; builds and repairs fences, benches etc; pours concrete and patches and seals asphalt.

Operates heavy equipment such as backhoes, loaders, and dump trucks.

***Parks Maintenance Specialist III (in addition to the duties described above):***

Serves as a lead worker; monitors assigned workers, volunteers, and/or inmate workers; ensures needed tools and equipment are available and used safely and according to department policy.

Provides training and instruction in a broad array of park maintenance and construction activities.

**KNOWLEDGE, SKILLS, AND ABILITIES**

***Parks Maintenance Specialist I:***

**Basic Knowledge of:** park maintenance operations and associated tools and equipment, sprinkler systems, and general types of vegetation.

**Skill in:** reading, writing, and basic math; using various hand tools and operating light equipment such as those noted in the essential duties.

**Ability to:** understand and follow instructions; maintain cooperative working relationships with those contacted during the course of work activities.

***Parks Maintenance Specialist II (in addition to the knowledge, skills, and abilities described above):***

**Working Knowledge of:** park maintenance operations and associated tools and equipment, sprinkler systems, and general types of vegetation.

**Skill in:** operating heavy equipment such as backhoes, loaders, and dump trucks.

**Ability to:** perform a variety of maintenance and construction duties.

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***Parks Maintenance Specialist III (in addition to the knowledge, skills, and abilities described above):***  
**Considerable Knowledge of:** park maintenance operations and associated tools and equipment, sprinkler systems, and general types of vegetation.  
**Ability to:** train and lead others in a variety of maintenance and construction duties.

#### **PHYSICAL DEMANDS**

**Regularly:** walks, stands, or stoops; lifts or otherwise moves objects weighing up to 30 pounds; drives a motor vehicle; communicates via radios; distinguishes between shades of color.  
**Occasionally:** ascends or descends ladders, ramps, and poles etc.; lifts or otherwise moves objects weighing up to 100 pounds; walks, stands, or crouches on narrow, wet, or slippery surfaces.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

#### **WORKING CONDITIONS**

Work is typically performed for sustained periods outdoors and regularly in hot, cold, or inclement weather. Work requires the use of protective devices such as masks, goggles, and gloves. Work exposes incumbent to fumes, noxious odors, dusts, mists, hazardous chemicals, animal fecal material, human bodily fluids and other bio-hazards. Work exposes incumbent to noise, vibration, and possible bodily injury from moving mechanical parts of equipment, tools, and machinery.

#### **EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS**

Selected applicants may be subject to a background check.

***Parks Maintenance Specialist I:*** High school diploma or equivalent and two (2) years of work experience related to duties described above. Equivalent combinations of education and experience may also be considered.

***Parks Maintenance Specialist II:*** High school diploma or equivalent and four (4) years of work experience related to duties described above. Equivalent combinations of education and experience may also be considered.

***Parks Maintenance Specialist III:*** High school diploma or equivalent and six (6) years of work experience related to duties described above. Equivalent combination of related education and experience may also be considered. Applicant must have a minimum of one (1) year experience as a Parks Maintenance Specialist II. Equivalent combinations of related education and experience may not be substituted for the one (1) year Parks Maintenance Specialist II requirement.

#### **LICENSING AND CERTIFICATION**

***Parks Maintenance Specialist I:*** Applicant must possess a current driver's license and obtain a valid State of Utah Driver's License within 60 days of employment. Incumbent must obtain certification as a Forklift Operator during the probationary period for new hires or during the trial period for County employees promoted into this classification.

***Parks Maintenance Specialist II:*** Applicant must possess a current driver's license and obtain a valid State of Utah Driver's License within 60 days of employment. Some incumbents may be required to obtain a State of Utah Class B Commercial Driver's License. Incumbent must obtain certification as a Forklift Operator and State of Utah certification as a Pesticide Applicator during the probationary period for new hires or during the trial period for County employees promoted to this classification through a competitive

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recruitment process. County employees being reassigned, transferred, or promoted through career ladder advancement to this classification must possess said certifications and licensure upon reassignment, transfer, or career ladder advancement.

***Parks Maintenance Specialist III:*** Applicant must possess a valid State of Utah driver's license, certification as a Forklift Operator, and State of Utah certification as a Pesticide Applicator. Some incumbents may be required to obtain a State of Utah Class B Commercial Driver's License.

#### **CAREER LADDER ADVANCEMENT**

For a promotion through career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must: 1) possess the required licensure and certifications of the higher classification level, 2) meet the education and experience requirements and class characteristics of the higher classification level, 3) have written recommendation from the department head and, 4) receive approval from the Director - Office of Personnel Management.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.