



CLASS SPECIFICATION FOR:

Park Services Specialist I

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 to facilitate the care and maintenance of sites and facilities Countywide that are under the purview of the Division of Recreation and Parks; assists with the care and maintenance of parks and facilities 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 one track an employee may work as part of a team to set-up/breakdown sites and site/event specific facilities and event required equipment; use a wide variety of hand tools, power tools and riggings to set-up and breakdown sites and site/event specific equipment; move or place items between locations for use or storage; set-up tents of all sizes, including very large tents, at locations Countywide. In a second track an employee may be responsible for safely operating a wide variety of equipment necessary for the proper care and management of the Division of Recreation and Parks' fields, grounds and other infrastructure including buildings, parks, trails, etc.; properly cleaning and maintaining equipment to ensure it is in safe working order; hauling materials to/from job sites; hauling equipment to/from job sites. Any position in the Parks Services Specialist series may be assigned to perform or assist with landscaping activities, trail work, tree work and other types of site maintenance at parks and facilities Countywide such as clearing grounds; trash and debris removal; nuisance wildlife removal; survey playgrounds and report any visible safety issues, graffiti, and broken equipment. 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 incidental to the set-up/breakdown of sites and site/event specific facilities and equipment as well as movement and/or placement of items in or between locations;
- May be assigned to lift and load by hand and/or with assistive devices, a wide variety of materials and items;
- May be assigned to set-up all size tents and stages including assisting with set-up of electric and other required equipment and services in/on tents/stages;
- May be required to know and safely use the appropriate knots and riggings to safely set-up all size tents and stages;
- May be responsible for operating dump trucks, trucks with trailers, heavy equipment, bull dozers, track loaders, backhoes, front end loaders, trenchers, skid steers, moto- graders, hauling materials to/from job sites, hauling equipment to/from job sites, operating cultivators;
- May be assigned to operate tractors for mowing, augers for hole digging, graders, tampers, and assorted machinery;
- May be assigned to assist with the maintenance of trails within park system: leaf removal, resurfacing, small limb removal, small diameter tree removal, trimming back vegetation using hand held manual and power equipment;
- May be assigned to survey playgrounds and report any visible safety issues, graffiti, broken equipment;
- May be assigned to perform or assist with a wide variety of landscaping duties Countywide;
- May be assigned to assist with nuisance wildlife removal;
- Provides excellent customer service by assisting customers as needed or upon request;
- Learns and safely operates forklift including maintaining training and certification;
- Maintains equipment and tools necessary to perform duties in good working order;
- Performs routine and minor maintenance and repairs;
- Recognizes life cycle issues and upcoming maintenance and repair needs and reports them to supervisor;
- Completes work orders at site and may be required to complete work orders in the current system;
- Utilizes proper personal protection equipment (PPE) at all times;
- Cross trains with other crews to ensure necessary trained manpower is available when needed (e.g. tarps, trails);
- Trains and shares information and technical knowledge with all other specialists and Parks Services Division staff appropriately;



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- Participates in all scheduled meetings and trainings;
- Assist with inclement weather cleanups and serves as event staff as assigned (e.g. tarps, special events, etc.);
- May assist with training and directing temporary staff;
- Maintains a valid driver's license and a safe driving record;
- Depending on assigned duties: May require a Class A CDL license with necessary endorsements to operate equipment and vehicles, including vehicles with trailers.
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

May require: good working knowledge of a wide variety of hand and power tools as well as a wide variety of knots and riggings; basic working knowledge of tree, trail and landscaping maintenance; basic understanding of the handling of nuisance wildlife such as pests, bees, etc.; a safe driving record with the ability to safely operate County-owned vehicles. May require: good 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; good knowledge of safety rules/regulations and accident-prevention practices; skill in the safe operation and preventive maintenance of automotive and other equipment under all types of weather conditions; ability to estimate time and equipment, including any materials, as needed. 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 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: Prefer some 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.
- May require a valid Class A CDL license to operate equipment and vehicles, including vehicles with trailers