

**City of Sebastopol
Job Description**

Job Title: Senior Parks and Facilities Maintenance Worker III
Division: Miscellaneous
Department: Public Works
Location: Public Works Corporation Yard
Reports To: Public Works Superintendent
Prepared By: Dante Del Prete
Approved By: City Council
Approved Date: March 6, 2018
FLSA Status: Nonexempt

GENERAL POSITION SUMMARY

The Senior Parks and Facilities Maintenance Worker III works under the direct supervision of the Assistant Public Works Superintendent to plan, direct, supervise, and assists in the construction, maintenance and repair of City parks and landscapes, public facilities, and Ives Pool mechanical operations and maintenance as well as assisting with street, water, sewer, and related public works maintenance and repairs.

ESSENTIAL DUTIES AND RESPONSIBILITIES (include the following)

Works under the general supervision of the Assistant Public Works Superintendent to supervise and participate in the construction, maintenance and repair of parks, landscape areas, parking lots, and building facilities.

Directs the operation of equipment used in landscape construction and maintenance work; checks work assignments to assure that they are performed properly and expeditiously; estimates and orders materials needed for specific projects; and consults with the Assistant Public Works Superintendent in planning workload and projects to be completed.

May participate in the patching of streets, sidewalks and other roadways as well as maintenance and construction of storm water systems, water and sewer lines, mains, pumping or booster systems, and related water and sewer facilities; and oversees the maintenance and public usability of City parks, pool and public facilities.

The Senior Parks and Facilities Maintenance Worker III is included in the required standby coverage rotation and must be available to respond to call outs for service within 30 minutes while on standby duty. Other duties may be assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to complete each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

Safe and efficient work practices and procedures; materials, methods, equipment, and tools used in street, storm, sewer, water, park, and public facility maintenance, construction, or repair; and safe handling and operation of a variety of maintenance and construction equipment and materials related to all of the above.

Principles and practices of effective employee supervision, including training; resolving problems, record keeping; reporting and inventory control procedures; methods of estimating time, cost, and equipment necessary to perform assigned work; and purchasing procedures, forms, and techniques.

Uses and operation of tools and equipment required for specific work assignments; regulations and codes applicable to area of assignment; arithmetic sufficient to calculate volumes, areas, length, percentages and conversions; safe work practices, including safety precautions for operating power equipment, working in traffic and under hazardous conditions; and basic principles of supervision.

Ability to:

Communicate clearly and concisely, both orally and in writing, voicemail, and e-mail; understand and carry out oral and written instructions; produce written documents using business English; and deal effectively and tactfully with others in responding to inquiries and resolving complaints.

Supervise and train personnel; maintain harmonious working relationships with those contacted in the course of work; inspect work in progress and upon completion; determine appropriate level of maintenance improvements; and read and interpret blueprints, diagrams, and construction drawings.

Operate and maintain a variety of maintenance equipment in a safe and efficient manner; determine equipment, personnel and materials needed for specific jobs; set priorities and meet deadlines; identify and implement effective courses of action to complete work assignments; operate specialized hand and power tools and heavy equipment used for assigned work; perform heavy manual labor under adverse conditions; walk and work on slippery surfaces; perform work involving prolonged periods of standing, stooping and reaching; and hear and distinguish oral directions while working in noisy conditions.

EDUCATION AND/OR EXPERIENCE

High school diploma or general education degree (GED) and two to three years' related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents, such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; speak effectively before groups of customers or employees of organizations; communicate effectively, verbally and in writing; and establish and maintain effective working relationships with employees, elected officials, other departments, and the general public.

This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service, including the ability to effectively meet and deal with internal customers and the public, while responding to customers in a professional, courteous, and pleasant manner using appropriate inflection, grammar and syntax; the ability to handle difficult and stressful situations while establishing effective working relationships with employees, supervisors, and the general public; and a willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts, such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; and ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions in written, oral, diagram, or schedule form; and ability to utilize modern office equipment, methods, procedures, and computer hardware and software.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

- Possession of a valid Class C California Driver's License.
- Possession of a Certified Pool/Spa Operator certification within one year of appointment.
- Possession of a Grade 1 Water Distribution Operator certification within two years of appointment.

- Completion of Storm Water Best Management Practice Municipal course within one year of appointment.
- Possession of a Grade 1 Water Treatment Operator certification is highly desirable but not required.
- Possession of a Grade 1 Sewer Collection Systems Operator certification is highly desirable but not required.

PHYSICAL DEMANDS

The physical demands described below 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 frequently required to stand, walk, and sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently 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 the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described below 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 frequently works near moving mechanical parts and in outside weather conditions and is frequently exposed to wet and/or humid conditions and vibration. Occasionally, the employee works in high, precarious places and is exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and risk of electrical shock. The noise level in the work environment is usually loud.