

FLSA: NON-EXEMPT

CITY OF CLOVERDALE
PARK AND LANDSCAPE MAINTENANCE ASSISTANT

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Performs a variety of duties relating to the upkeep of the City's Landscape and Lighting Districts (L&L Districts) and municipal parks, including planting, pruning of trees and shrubs, deadheading, mowing, weeding, weed-eating, fertilizing, and irrigation system repair; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Park and Landscape Maintenance Assistant is a journey level class, responsible for the maintenance and upkeep of the City's L&L Districts and municipal parks under the direction of the Park and Landscape Maintenance Lead Worker (Lead Worker). The position is expected to independently perform a full range of duties as exemplified in the Definition and the Essential Functions. The position is distinguished from the Lead Worker position in that the latter is responsible for the overall management of the municipal parks and each of the L&L Districts, and for overseeing the work of others.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Park and Landscape Maintenance Lead Worker.

ESSENTIAL FUNCTIONS: (include but are not limited to the following)

- Maintains planted areas, repairs irrigation systems; changes heads for proper irrigation; maintains controllers; operates and maintains vehicles and a variety of equipment, such as weed eaters, blowers, saws, limb cutters, hedgers, etc.; operates heavy machinery,

such as back-hoes; may apply fertilizers and pesticides and maintain records of chemicals applied.

- Inspects all City parks for safety issues, turf, irrigation, and tree/planting problems; performs certified safety inspections on playground equipment; sets up for private parties; maintains barbeque and picnic areas; picks up trash and debris from park grounds and empties trash cans; removes graffiti and repairs vandalism; installs dedication signs and plaques; may be required to open and close park gates.
- Assists in the development, installation and maintenance of landscape design master plans.
- Assists in the design of new plantings, changing out annual plants for color interest; plants shrubs, trees and flowers; prunes and deadheads, weeds, and maintains all landscape areas; mows, weed-eats, and fertilizes; inspects all City landscape areas for tree problems, plant deadheading and maintenance, replacement of decorative bark, and weed eradication.
- Performs routine landscape maintenance work, which may include sweeping, raking, weed-eating, leaf blowing, weed pulling by hand and hand pruning; performs routine facility maintenance duties, such as cleaning garden shed, upkeep of tools, and watering plants in the nursery area and green house.
- Assists in the review, or in the absence of the Lead Worker, reviews landscape design plans for private development and approves installation prior to City acceptance; assists in the creation of plant lists for the City Planning Department.
- Participates in the development of Division policies and procedures related to safe and effective work practices; demonstrates a full understanding of applicable policies, procedures, and work methods associated with assigned duties; estimates time, materials, and equipment necessary for the successful completion of the projects; assists in acquiring necessary resources and tracking purchases.
- Responds to questions, concerns, and complaints from the general public; provides information and resolves complaints in the absence of the Lead Worker; maintains a customer service orientation within the unit.
- May be required to work irregular shifts and perform standby and callback duties; responds to emergency situations; participates in pager rotation; assists other Public Works divisions as necessary.
- Establishes and maintains positive working relationships with representatives of community organizations, City management and staff, and the public.

- Performs other duties of a similar nature or level.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry, and push tools, equipment, and supplies weighing seventy-five (75) pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot, and cold. The incumbent may use chemicals, which may expose the employee to fumes, dust, and air contaminants, and be exposed to mechanical and electrical hazards. The nature of the work also requires the incumbent to climb ladders, work at heights over ten (10) feet, use power and noise-producing tools and equipment, drive motorized vehicles and heavy equipment, and work in heavy vehicle traffic conditions. Incumbents are required to respond to after-hours emergency call-outs and perform routine standby duties

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: (The following are minimal qualifications necessary for entry into the classification.)

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Parks and Landscape Maintenance Assistant. A typical way of obtaining the required qualifications is to possess the equivalent of two years of significant, directly related, and progressive education and experience in plant identification, tree pruning, pest identification and diagnosis, the ability to design and manage planted areas of the City, and a high school diploma or equivalent.

License/Certificate:

Possession of, or ability to obtain within six months of employment (or as soon as feasible given the frequency of certification testing), the following:

- Qualified Applicators Certificate for pesticides
- Playground equipment safety inspection certification
- Medical certification to wear a respirator, if applicable

- Grade 1 Water Distribution Certificate
- Valid Class B California driver's license

KNOWLEDGE/ABILITIES/SKILLS: (The following are a representative sample of the KAS's necessary to perform essential duties of the position.)

Knowledge of:

Methods, techniques, materials, and equipment used in landscape maintenance operations, including plants, trees, and shrubs; irrigation systems; principles of landscape design, including fire retardant urban interface; operational characteristics of standard maintenance and repair of tools and equipment; practices and procedures used in weed abatement and tree trimming; plant pests and diseases and the methods of control and eradication; safety requirements for operation of trucks and other equipment; occupational hazards and standard safety practices.

Ability to:

Assist the Lead Worker in the activities related to care of the City's parks and landscape districts; review landscape design plans; review blueprints; perform maintenance of the lawns and landscaped areas of the City's L&L Districts and municipal parks; maintain irrigation systems; perform heavy, repetitive manual labor; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing, effectively conveying complex or technical issues in lay terms; establish and maintain effective working relationships.

Skill to:

Safely and effectively operate a variety of landscape maintenance equipment, tools, and materials; operate an office computer and applicable software.