



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

## PARK / LANDSCAPER / MAINTENANCE I

**HOURLY \$21.63 – \$24.47**  
**ANNUAL \$44,993 – \$50,905**

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| FLSA Designation | Non-Exempt          |
| Established      | May 2012            |
| Revised          | July 2021           |
| Classification   | 200: Non-Management |
| Range            | 220                 |

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| Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job. |
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**DEPARTMENT / DIVISION** As assigned

### SUMMARY DESCRIPTION

Under supervision of assigned supervisory or management staff performs a variety of semi-skilled and skilled duties in the construction, modification, maintenance, repair, and/or renovation of parks, landscaped areas, and Town assets and facilities, including parks, landscaped areas, and buildings; uses and operates a variety of manual and power tools and light to heavy power driven equipment; and performs related work as required. Exercises no supervision of staff.

### IDENTIFYING CHARACTERISTICS

Park/Landscaper/Maintenance I -This is the entry-level class in the Park/Landscaper/Maintenance classification series. Initially under close supervision, incumbents with basic landscape, construction and maintenance experience learn Town assets and facilities, use of tools and equipment, and practices and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level usually perform most of the duties required of the positions at the II-level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

### REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

1. Performs maintenance and repair activities of Town parks, landscaped areas, buildings, and related assets and facilities to ensure safe and efficient access for the public.
2. Performs a variety of maintenance duties of landscaped areas such as parks, street medians, islands, and sidewalks, including planting, irrigating, fertilizing, and maintaining trees, shrubs, flowers, and turf; performing weed abatement using a chemical sprayer; irrigating, aerating, mowing, and fertilizing turf; removing fallen trees and limbs, stumps, and related debris; trimming trees; raking leaves and clearing debris; and picking up trash and emptying receptacles.
3. Mixes and sprays herbicides, fungicides and pesticides in a safe manner, as prescribed by law.
4. Performs a variety of duties in the maintenance and repair of irrigation systems; installs, adjusts, repairs, and inspects irrigation systems; determines watering needs; changes and adjusts heads and maintains controllers; installs and rewires irrigation clocks; participates in irrigation system installation and maintenance projects.
5. Inspects, maintains, and repairs playground equipment, picnic tables, drinking fountains, lighting systems, athletic fields, tennis courts, pickleball courts, bocce courts, picnic areas, basketball courts and other related parks equipment and facilities.
6. Clean curb and gutters, storm drains and surface drains.
7. Maintains parks and landscaped areas in a clean and safe condition, including picking up trash, maintaining doggie stations, and cleaning, repairing, and maintaining restrooms and fixtures.
8. Maintains and repairs Town Community Center and other facilities by performing carpentry, painting, plumbing, heating, ventilation, and air conditioning (HVAC), and mechanical repair work.
9. Performs concrete maintenance, including attending to trip hazards, demolishing and removing concrete, and forming, pouring, and finishing sidewalks, sidewalk ramps, and curbs.
10. Performs graffiti abatement duties, including locating, documenting, and cleaning graffiti and notifying appropriate management as needed.
11. Uses an airless paint sprayer; mixes, thins and applies paint to sound-walls and fences to cover existing graffiti, as and when needed.
12. Performs various custodial duties, including sweeping, mopping, vacuuming, and dusting; sets-up and takes down rooms for meetings.
13. Removes graffiti; repairs park furnishings; repairs lighting issues; cleans and maintains as assigned.
14. Inspects the Town for safety issues, structural integrity, and possible future work projects and programs, and appropriately marks areas that need to be repaired.
15. Operates and maintains specialized vehicles including various lawn mowers and a variety of light, medium, and heavy equipment and hand and power tools related to the construction, maintenance, and repair of assets and facilities.
16. Observes safe work methods and makes appropriate use of related safety equipment as required.

17. Implements traffic safety control plans, including setting up delineation and signage around work sites and special events to ensure safe conditions for the general public and Town workers.
18. Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
19. Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
20. Maintains accurate logs and records of work performed and materials and equipment used.
21. Responds to after-hours emergencies.
22. Sets-up and removes equipment and facilities needed for special events.
23. Attends training and safety meetings as necessary.
24. May perform the duties of the Water Service Technician classification series; reports water and wastewater leaks to appropriate staff and/or management.
25. Performs other duties as assigned.

## **QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

### **Knowledge of:**

Methods and techniques of planting, cultivating, pruning and maintaining a variety of lawns, ground cover, plants, shrubs, hedges and trees. Maintenance principles, practices, tools and materials for maintaining and repairing of facilities. Methods and equipment used in weed, pest and insect control. The operation and minor maintenance of a variety of hand and power tools, vehicles and equipment related to the work. Use and operate ride-on mowers, tractors, lifts, motorized vehicles including towing trailers and equipment to various jobsites. Safety equipment and practices related to the work, including the handling of hazardous chemicals. How to properly apply chemicals and use safely while working around humans and animals. Basic painting, plumbing and carpentry methods, tools and techniques. Applicable Federal, State, and local laws, ordinances, regulations, and guidelines relevant to assigned duties. Principles and practices used in dealing with the public. English usage, spelling, vocabulary, grammar, punctuation and basic arithmetic. General principles of risk management related to the functions of the assigned area. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff, in person and over the telephone. Safe driving principles and practices. Safe work practices.

### **Ability to:**

Perform basic construction, maintenance, and repair work. Setting up and operating a traffic area zone, including cones, barricades and flagging. Troubleshooting maintenance problems and determining materials and supplies required for repair. Recognizing common plants, plant diseases and insect pests. Using and maintaining tools and equipment related to the work skillfully and safely.

Maintaining accurate logs, records and basic written records of work performed. Following District and department policies and procedures related to assigned duties. Preparing and maintaining accurate logs, records, and basic written reports of work performed. Giving, as well as understanding and following oral and written instructions. Making basic accurate arithmetic calculations. Exercising good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs. Organizing own work, setting priorities, and meeting critical time deadlines. Working independently in the absence of supervisor. Using English effectively to communicate in person, over the telephone, and in writing. Establishing and maintaining effective working relationships with employees and those contacted in the course of the work. Providing exceptional customer service to other District staff and the public. Effectively representing the District in meetings with the public. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work. Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines. Operating a motor vehicle safely.

#### **EDUCATION AND EXPERIENCE:**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade.

Park/Landscaper I: Six (6) months in the Landscape or Nursery field

Maintenance I: One (1) year of construction, maintenance, and repair and equipment operation experience is desirable.

#### **License:**

Must possess and maintain a valid California class C driver's license and have a satisfactory driving record.

#### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein 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 job functions.

**Environment:** Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, exposure to hazardous traffic conditions and rough terrain, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. The employee interfaces with staff, management, and the public in providing customer service, explaining Town policies and procedures, and requesting and providing information. May be required to work on evenings, weekends, and holidays.

**Physical:** Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull 50 pounds or heavier amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

**Note:** All employees of the Town of Discovery Bay Community Services District are designated by state law to be “Disaster Service Workers.” In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employees’ normal work assignments and may continue through the recovery phase of the emergency.