



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

PARK / LANDSCAPER / MAINTENANCE II

HOURLY \$28.37 – \$32.10
MONTHLY \$4,917 – \$5,564
ANNUAL \$59,010 – \$66,764

FLSA Designation	Non-Exempt
Established	May 2012
Revised	July 2023
Classification	200: Non-Management
Range	235

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.

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, street medians, Town assets and facilities, inspects the work of outside contractors performing maintenance work and reports to higher level personnel; performs plumbing, carpentry, electrical, remodeling, painting, and a variety of other related craft work as assigned; uses and operates a variety of manual and power tools and light to heavy power driven equipment; assists in the training of lower level maintenance staff; and performs related work as required.

IDENTIFYING CHARACTERISTICS

Park/Landscaper/Maintenance II - This is the full journey-level class in the Park/Landscaper/Maintenance classification series that performs the full range of duties required to ensure that Town assets and facilities to which assigned, are maintained in a safe and effective working condition, and provide the highest level of safety for public use. Responsibilities include inspecting and attending to assigned areas in a timely manner and performing a wide variety of tasks in the maintenance and repair of parks, landscape areas, facilities, systems, and buildings. Positions at this level are distinguished from the I-level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise. The employee is fully aware of the operating procedures and policies of the department. The work performed is normally reviewed only on completion and for overall results. Positions in the Park/Landscaper/Maintenance class series are flexibly staffed and are generally filled by advancement from the Park/Landscaper/Maintenance I level, or when filled from the outside, require prior experience. Advancement to the "II" level is based on management judgment and/or certification or testing that validates the performance of the full range of job duties.

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. Sprinkler operation including repairs, installation, maintenance, and controller operation.
2. Knowledge of soil preparation for planting trees, shrubs, ground cover and seeding/sod installation.
3. Perform maintenance and repair activities of Town parks, landscaped areas, buildings, and related assets and facilities to ensure safe and efficient access for the public.
4. Perform 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.
5. Mix and spray herbicides, fungicides, and pesticides in a safe manner, as prescribed by law, including calculating proper amounts and completing necessary paperwork.
6. Perform 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.
7. Inspect, maintain, and repair 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.
8. Clean curbs and gutters, storm drains and surface drains.
9. Maintain 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.
10. Maintain and repair Town Community Center and other facilities by performing carpentry, painting, plumbing, heating, ventilation, and air conditioning (HVAC), and mechanical repair work.
11. Perform routine maintenance and alterations on Town buildings and facilities; identifies and evaluates construction related problems, repair and/or renovate structures, add and demolishes walls, build and repair cabinets and counters, install and repair stairs, build and repair storage units, install and repair ceiling tiles, floor tiles, linoleum, and/or carpet, hang or repair doors and locks, repair and patch roofs and paint or stain as necessary; repair park furnishings; repair lighting issues; clean and maintain as assigned.
12. Perform concrete maintenance, including attending to trip hazards, demolishing and removing concrete, and forming, pouring, and finishing sidewalks, sidewalk ramps, and curbs.

13. Perform graffiti abatement duties, including locating, documenting, and notifying appropriate management as needed. Cleaning graffiti using appropriate chemicals and high-pressure equipment or while using an airless paint sprayer; mixes, thins and applies paint to sound-walls and fences to cover existing graffiti, as and when needed.
14. Perform various custodial duties, including sweeping, mopping, vacuuming, and dusting; set-up and take down rooms for meetings. Set-up, move and arrange furniture and other fixtures. Set-up and remove equipment at facilities needed for special events.
15. Inspect the Town facilities for safety issues, structural integrity, and possible future work projects and programs, and appropriately mark areas that need to be repaired.
16. Perform basic maintenance on Town electrical systems, repair and replace light bulbs and electrical fixtures, identify circuits and calculate circuit loads, test voltages, ohms, grounds, neutral and common wires.
17. Operate and maintain 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.
18. Perform basic maintenance, installation and repairs on plumbing lines and fixtures, replace broken pipes, clean plugged drains, replace washers and gaskets, replace faucets and valves; flush sewer lines; install, maintain and repair drains and water lines.
19. Complete tasks using safe work methods and make appropriate use of related safety equipment as required. Maintain work areas in a clean and orderly condition, including securing equipment at the close of the workday. Maintain accurate logs and records of work performed and materials and equipment used.
20. Implement 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.
21. Provide needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
22. Respond to after-hours emergencies.
23. Attend training and safety meetings as necessary.
24. May perform the duties of the Water Service Technician classification series; including but not limited to: reporting water and wastewater leaks to appropriate staff and/or management; performing visual checks of meter conditions and connections to ensure efficient operations and reports damaged or non-functioning meters; turn water service on or off, performing water service shut-offs for non-payment when needed; read commercial and residential water meters on assigned routes, recording subsequent data in a legible and accurate manner; repair or replace meters as necessary to ensure efficient operation; maintain complete and accurate report
25. Perform other duties as assigned. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

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:

- Maintenance principles, practices, tools, and materials for maintaining and repairing Town assets and facilities, including parks, street medians, sports fields, playgrounds and equipment, pool, irrigation systems, community center, routine water systems and water distribution systems maintenance including meter maintenance and debris removal from sewer mainlines and other related facilities, properties, and buildings.
- Methods and techniques of planting, cultivating, pruning, and maintaining a variety of lawns, ground cover, plants, shrubs, hedges and trees.
- Basic principles, practices, tools and techniques related to carpentry, plumbing, painting and electrical work.
- The operation and minor maintenance of a variety of hand and power tools, vehicles and equipment related to the work.
- Operational characteristics of specialized construction maintenance and repair equipment.
- Use and operate ride-on mowers, tractors, lifts, motorized vehicles including towing trailers and equipment to various jobsites.
- General principles of risk management related to the functions of the assigned area.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals. How to properly apply chemicals and use them safely while working around humans and animals.
- Methods and equipment used in weed, pest, and insect control.
- Traffic control procedures and traffic sign regulations.
- Occupational hazards and safety equipment and practices related to the work.
- English usage, spelling, vocabulary, grammar, punctuation, and basic arithmetic.
- Applicable Federal, State, and local laws, ordinances, regulations, and guidelines relevant to assigned duties.
- Principles and practices used in dealing with the public.
- 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.
- Basic computer software related to work.
- Safe driving principles and practices.
- Safe work practices.

Ability to:

- Independently perform construction, modification, maintenance, and repair work on Town assets and facilities.
- Operate specialized construction, maintenance, and repair equipment, including driving trucks and trucks with trailers.

- Set up and operate a traffic area zone, including cones, barricades, and flagging.
- Troubleshoot maintenance problems and determining materials and supplies required for repair. Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Recognize common plants, plant diseases and insect pests.
- Use and maintain tools and equipment related to the work skillfully and safely.
- Follow District and department policies and procedures related to assigned duties.
- Prepare and maintain accurate logs, records, and basic written reports of work performed.
- Give, as well as understand and follow oral and written instructions.
- Make accurate arithmetic calculations.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Organize own work, set priorities, and meet critical time deadlines. Work independently in the absence of supervisor. Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with employees and those contacted in the course of work.
- Provide exceptional customer service to other District staff and the public. Effectively represent the District in meetings with the public.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Operate a motor vehicle safely and maintain a satisfactory driving record.

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 (12th) grade.

Parks/Landscaper II: AA Degree in Ornamental Horticulture Preferred or four (4) years on the job training in the Landscape Industry.

Maintenance II: Two (2) years of experience in construction, maintenance, and repair of parks, facilities, and related assets; or two (2) years of experience equivalent to Maintenance I at the Town.

License(s):

- Must possess and maintain a valid California class C driver’s license and have a satisfactory driving record.
- Depending on assignment, possession and maintenance of Qualified Applicator Certificate may be required.
- Depending on assignment, possession and maintenance of Certified Pool Operator certificate may be required.
- Depending on assignment, possession and maintenance of Certified Playground Safety Inspector (CPSI) certification desirable.

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 various shifts or emergencies 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.

Employees in this class are subject to drug and alcohol testing under the provisions of the Town's Drug and Alcohol Testing Policy. In accordance with Public Resources Code 5163, employees must also be free of communicable tuberculosis and as such shall be required to undergo examinations at least once every four years. In addition, all new employees must get tested for tuberculosis when hired, unless the person produces a certificate showing that within the last two years the person has been examined and has been found to be free of communicable tuberculosis and will undergo examination(s) every four years thereafter as a condition of continued employment.

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.