



## Town of Oro Valley Classification Description

Title: **PARKS MAINTENANCE WORKER III**

Job Code: 2443

FLSA Status: Non-Exempt

Department: Parks & Recreation

Salary Grade: 109

### **POSITION SUMMARY:**

Under the general supervision of the Parks Maintenance Supervisor, provides oversight, irrigation system design, scheduling, and maintenance to upkeep Town of Oro Valley property. This is an advanced field level position which provides a specialized support and coordination function required for the delivery of approved maintenance services. This position is responsible for coordinating annual work plans. This classification differs from other classifications in that it deals with planning, coordination and delivery of maintenance service activities.

### **ESSENTIAL JOB FUNCTIONS:**

- A. Meets on a regular basis with the Parks Maintenance Supervisor to discuss any pertinent issues and review goals regarding current project status.
- B. Participates in the planning and coordination of preventive and corrective maintenance for parks, facility grounds and associated equipment; inspects and evaluates physical condition; establishes priorities and prepares detailed irrigation maintenance and repair schedules; coordinates projects with Parks Maintenance Supervisor; coordinates the purchase of project materials.
- C. Establishes irrigation schedules using weather data and state of the art central irrigation control; performs on-site supervision of work crews; conducts work site inspection visits; ensures compliance with safety procedures.
- D. Oversees and utilizes an Arizona Department of Correction (ADC) inmate crew in the delivery of services, maintenance of grounds, parks and general labor of various job tasks.
- E. Participates in special projects and studies as requested/required.
- F. Responds to request for information from citizens, community groups, and other departments and outside agencies regarding park improvements.
- G. Recommends irrigation design and specification criteria to resolve landscaping and other maintenance problems encountered by routine irrigation system inspection which could include large capital projects for annual budget consideration.
- H. Maintains a file on specifications, working drawings, as-built drawings and construction history on all park construction projects.
- I. Estimates, orders, and schedules supplies and equipment necessary to complete the work in accordance with the Town of Oro Valley's finance department requirements and

procedures. Maintains accurate inventory records and ensures internal control of resources.

- J. Promotes the goals and objectives of the department through public contact and establishing professional, courteous and respectful relationships with park patrons.
- K. Performs technically skilled work in the cultivation of grass, trees, and other plants, and in the control of fungi, weeds, insects, and rodents.
- L. Operates hand tools, power tools, vehicles and other machinery related to park maintenance.
- M. Utilizes computer software to develop work orders, track progress, plan tasks and coordinate maintenance associated with day to day operations.
- N. Performs other duties as assigned.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of Town and Department policies and procedures.
- Knowledge of park maintenance and beautification methods and techniques.
- Knowledge of occupational hazards and safety guidelines.
- Knowledge of all aspects of park maintenance to include irrigation, sports field maintenance, landscape maintenance, playground maintenance and building maintenance.
- Skill in creating work plans, scheduling tasks and supervising teams.
- Ability to prioritize and monitor park maintenance activities.
- Ability to follow verbal and written instructions.
- Ability to establish and maintain effective working relationships.
- Ability to operate a personal computer to produce and distribute correspondence, prepare and analyze necessary reports, documents, financial data, databases, etc.
- Must secure a Landscape Irrigation Auditor certification.
- Ability to operate machinery and power tools.
- Ability to work independently with little direct supervision.
- Ability to meet deadlines and manage multiple tasks.

### **MINIMUM QUALIFICATIONS:**

The employee must have all of the minimum qualifications of the Maintenance Worker I & II and in addition:

- A High School diploma or GED.
- Five years' experience in the design, landscaping, irrigation, turf landscape management, repair of parks, large outdoor athletic complexes, construction coordination or the inspection of buildings or site development **OR**, an equivalent combination of education and experience.
- Considerable knowledge in reading and interpreting construction plans (blue prints).
- Considerable knowledge of applicable Town, State and Federal statutes, ordinances, codes, rules and regulations pertaining to public park maintenance.
- Must possess at time of employment and maintain an Arizona driver's license. In addition, the employee must be able to operate medium tractors equipped with various powered equipment; skip loaders and backhoes; motor grader; water truck.

- Must obtain an Arizona (Class B) commercial driver license (CDL) with tanker endorsement within 6 months of hire.
- Must possess or acquire a Certified Pesticide Applicator license for the State of Arizona.
- Must possess or obtain within 6 months of hire a Landscape Irrigation Auditor Certification.
- Must obtain Arizona Department of Correction certification of inmate supervision.

**ENVIRONMENTAL FACTORS and WORKING CONDITIONS:**

- Work is performed in indoor and outdoor environments.