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34009 ALVARADO-NILES ROAD  
UNION CITY, CA 94587  
(510) 471-3232

## **MAINTENANCE II – PARKS AND GROUNDS**

### **DESCRIPTION**

Under general supervision of the Grounds Supervisor, incumbents in this classification operate as the lead member of a parks and grounds crew in the upkeep of City parks, medians and satellite facilities including buildings, equipment and flora; perform related work as required.

### **EXAMPLES OF DUTIES**

- Survey area of responsibility daily for safe operating conditions and identify work requiring attention; fill out police vandalism reports, write cost estimates for damage done including the labor and materials required to repair the damage.
- Oversee and direct daily field operations of crew; assign daily work to crew, determine tasks and resources required to do the work and timeframes for completion; obtain additional resources from other crew when necessary.
- Provide technical and safety on-the-job training to crew; demonstrate and explain work assignments and methods; monitor work to determine adequacy or training; monitor safety conditions in the field to ensure that all safety precautions/regulations are being followed; complete accident reports.
- Complete daily crew worksheets; maintain documentation of jobs completed, the work completed by each crew member, and the time taken to complete each job; maintain records through entering data onto the work program system.
- Contribute information and make recommendations regarding the evaluation and discipline of assigned crew members.
- Oversee, direct, or coordinate the work of temporary or any other assigned personnel.
- Communicate with citizens verbally and in writing regarding the nature and status of their formal complaints.
- Obtain cost estimates and order products; inventory supplies; prepare purchase orders.
- Attend standup meetings, briefings and training sessions; provide input of a participant's conduct in training/information sessions.

## **MAINTENANCE II – PARKS AND GROUNDS**

### **EXAMPLES OF DUTIES (continued)**

- Operate and maintain a variety of hand and power tools used in landscaping, carpentry, electrical, plumbing, concrete work, and welding activities; operate and maintain various pieces of medium to heavy equipment including trucks, tractors, chippers, backhoes, skiploaders, mowers, and sandblasters.
- Inspect irrigation systems; repair and renovate the systems by rebuilding and/or installing timers, clocks, wires, pipes, joints, valves, and heads.
- Control weeds throughout the City.
- Inspect, clean, repair, and maintain City parks and trail system to ensure facilities are safe and usable; inspect, clean, and stock park restrooms; remove refuse from City garbage cans.
- Plant, cultivate, and provide upkeep for City landscape and parks; mow lawns, replant dead or diseased vegetation, and prune trees, shrubs, and ground covers.
- Prepares and apply herbicides, growth regulators, fertilizers, and on occasion, pesticides; monitor the proper signing and identification of these materials; monitor proper State documentation of materials use.
- Paint, sandblast, or otherwise remove graffiti form public properties; paint building interiors.

### **QUALIFICATIONS**

#### **Knowledge Of:**

Work planning and scheduling techniques; on-the-job and classroom training methods; records management; common hand tools, materials, and equipment used in the maintenance of City facilities and grounds; business and shop math; safety standards and procedures; verbal and written communication methods; terminology, practices, and procedures used in facilities and grounds maintenance; basic carpentry, construction, electrical, plumbing, concrete work, and welding methods; disease and pest control of City vegetation.

#### **Ability To:**

- Plan, assign, and review work on a daily basis; maintain accurate records of quality/quantity of work performed and the time needed to perform the work.
- Inventory and order supplies; read technical manuals and departmental policies and procedures.
- Train crew members in appropriate safety and work methods.

## **MAINTENANCE II – PARKS AND GROUNDS**

### **Ability To: (continued)**

- Write/prepare reports; provide the upkeep for City facilities, equipment, and flora; work independently or as a crew member.
- Provide, comprehend, and follow written and verbal instructions; interpret and use rough working diagrams; read maps and blueprints.
- Maintain positive contact with employees and the public.
- Operate a variety of hand and power tools; operate medium to heavy equipment; work with herbicides, pesticides, paints, thinners, and other substances.
- Obtain and maintain appropriate California license for equipment operation as necessary; physically perform the duties of the job.

### **EXPERIENCE AND LICENSE**

Must possess a valid California Driver's license and have a satisfactory driving record.

A typical way to gain the above knowledge and abilities is:

Two years of general landscaping, grounds, and parks maintenance work.