



LIVERMORE AREA RECREATION AND PARK DISTRICT

JOB DESCRIPTION

JOB TITLE: PARK SPECIALIST

DIVISION: Parks

CLASSIFICATION CODE: 7460

REPORTS TO: Parks and Facilities Manager (P&F Manager)

DATE REVISED: August 31, 2011

FLSA STATUS: Non-exempt

POSITION SUMMARY:

Under general supervision, performs a variety of skilled, semi-skilled and routine work requiring specialized knowledge and skills, including: installation, inspections, maintenance, modification and repair work in assigned areas such as landscape construction, construction projects, and irrigation. Positions in this classification may lead and train persons at all levels in the Park Maintenance series and direct contractors in work performed relating to maintenance and construction. Incumbents will be assigned to one or both of the following specialty areas:

- Construction and Inspection
- Irrigation and Inspection

DISTINGUISHING CHARACTERISTICS:

This is the advanced journeyman-level of the field maintenance class series utilized in the District. Incumbents in this class function as specialists responsible for the most complex construction, inspection, maintenance and repair work in their area of expertise requiring special licenses and/or certifications. Incumbents may be assigned to recommend, implement, monitor and coordinate construction, installation, maintenance, repair, and inspection work in their specialty and to perform general trade and maintenance activities as a crew member under direction of the Park Foreman or P&F Manager. Incumbents shall, at all times, demonstrate cooperative behavior with all District personnel, other agencies, organizations, and the public.

This classification is distinguished from the Park Maintenance series by the performance of the most complex and technical responsibilities related to the overall care and development of the District's parks, facilities and landscaped areas. The Park Specialist is distinguished from the Park Foreman by the latter's primary responsibility to act as lead person for field crews and from the P&F Manager by the latter's overall responsibility for the entire Park Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Constructs, installs, inspects, troubleshoots, maintains, repairs and inspects complex systems and equipment in one or more areas of assignment such as park landscape, facility construction, and irrigation systems.
2. Maintains records of construction, installation, inspection, maintenance and repair orders to track activities; ensures work is documented and on file; prepares status reports for projects.
3. Provides project lead direction to staff in technical areas of assignment; trains and instructs park maintenance personnel.
4. Inventories and orders supplies, parts, equipment and materials for projects and programs including determining appropriate supplies and materials and locating vendor; maintains adequate supply levels and inventory controls.
5. Assists in preparing and monitoring project and program budgets including tracking expenditures and seeking quotes for services and capital equipment.

6. Operates specialized equipment and vehicles in areas of specialization such as tractors, trenchers, loaders and other heavy equipment required to perform specialty maintenance tasks in a proper and safe manner.
7. Establishes effective and positive working relationships with representatives of community organizations, state/local agencies, city management and staff, and the public.
8. Estimates quantity and costs of materials required for projects from blueprints, plans and field work.
9. Reviews project plans and specifications to ensure compliance with project goals.
10. Acts as the District's representative and inspects construction, installation and maintenance activities of contractors to ensure that work done is in compliance with project plans and specifications, and in accordance with the approved time table.
11. Reviews plans and specifications for conformance to established standards/specifications and desired results for construction projects.
12. Consults with District personnel regarding construction projects.
13. Assists other Park Specialists in specialty work and works on park maintenance crews performing general maintenance when needed.
14. Demonstrates computer literacy.
15. Performs work as required, safely and efficiently.
16. Performs other duties as assigned.

Additional duties required by specialty area:

Construction and Inspection:

1. Constructs and repairs structures made of bricks, blocks, plaster; pours concrete retaining walls, walks, curbs, gutters, stairs, and finishes concrete work.
2. Performs minor electrical work including the installation of conduit and wiring to irrigation controllers.
3. Constructs wooden forms, fences, tables, booths, cabinets, signs, and performs other carpentry work.
4. Inspects, installs and repairs tot lot equipment.
5. Establishes grade using blueprints, level-determining devices (such as lasers), and floats and tractors.
6. Welds construction hardware such as metal brackets and hinges.
7. Inspects in-house and contracted projects for compliance with District's Standard Details and Specifications.

Irrigation and Inspection:

1. Operates and monitors irrigation controllers and related components.
2. Monitors and adjusts irrigation schedules as appropriate.
3. Reviews plans and makes recommendations for irrigation systems.
4. Installs and maintains irrigation systems using copper, plastic and galvanized pipe as well as controllers and related wiring, remote control valves, sprinkler heads, and related apparatus.
5. Performs troubleshooting, basic maintenance and repair on boiler systems.
6. Inspects in-house and contracted projects for compliance with District's Standard Details and Specifications.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of these positions. Employees in these positions will typically perform the majority of their duties and responsibilities in an outdoor environment and be exposed to varying climatic conditions. Employees may: perform work alone or as part of a team, and in close proximity to others; be assigned duties at various site locations; be subject to call out, or work a varying work week. Employees may be exposed to: varying noise levels; vibration, dust, fumes, pollens, pesticides, herbicides, fertilizers, and rodent control agents. Employees may perform work on slippery or uneven surfaces, on ladders or scaffolding, below surface level, around moving vehicles/equipment, and equipment with moving parts. Employees will be required to wear a uniform and appropriate personal protective equipment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this position. Employees are regularly required to perform tasks requiring a relatively high degree of physical strength and endurance, stand and walk for long periods of time, reach above and below waist level, have bodily movement adequate to climb, stoop, kneel, crawl, crouch and traverse rough uneven terrain, safely push, pull, lift and carry objects weighing up to 50 pounds, push and pull mowers and other equipment, communicate clearly in person, by telephone and by radio, have vision adequate to read fine print and visually identify diseases and pests; to work safely with equipment and tools and to survey and inspect work sites; have manual dexterity to safely use equipment and tools. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

MINIMUM QUALIFICATION REQUIREMENTS:

Construction and Inspection:

Education and Experience: A High School Diploma or the equivalent, Five (5) years of recent paid experience in field of specialty; or an acceptable combination of education, experience, or training as determined by the District .

Licenses and Certifications: Possession of a valid Class C California Driver's license, with a satisfactory driving record at time of appointment, to be maintained throughout employment. Within six (6) months of employment, possession of a valid Class A California Driver's license with an airbrake and tanker endorsement is required, to be maintained throughout employment. Per DOT regulations, positions that require Class A driver's license will be required to have a pre-employment drug test and will be subject to random and other alcohol and drug testing. Additionally, within one year of employment, a National Playground Safety Institute - Playground Safety Inspector Certification is required.

Desirable Qualifications: Possession of a State of California Contractor's license is desirable. Acceptable categories are to be approved by the District, and may include: C-6 Concrete, C-12 Earthwork and Paving, C-13 Fencing, or C-27 Landscaping.

Irrigation and Inspection:

Education and Experience: A High School Diploma or the equivalent, Five (5) years of recent paid experience in field of specialty; or an acceptable combination of education, experience, or training as determined by the District.

and

Licenses and Certifications: Possession of a valid Class C California Driver's license, with a satisfactory driving record at the time of appointment, to be maintained throughout employment. And possession and maintenance of local registration as a Certified Back-Flow Prevention Tester as required in Sections 7583 - 7622 of the California Administrative Code.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Operations and safety precautions, procedures, rules and regulations and their consistent implementation;
- Principles and procedures of record keeping;
- Standard policies, procedures, equipment, devices, tools, materials, and supplies related to the area of specialty assignment;
- Basic principles of inventory, control;
- Principles of work scheduling and basic principles of training and supervision;
- Principles, practices, techniques and terminology of inspection and park landscape maintenance;
- Basic surveying and construction methods, materials testing and equipment;

- Bidding procedures and unit bid pricing;
- Utility installations;
- Basic principles and practices of landscape design, installation and maintenance; and

Ability to:

- Read blueprints, specification and technical materials;
- Communicate effectively and concisely, both orally and in writing;
- Establish and maintain effective working relationships with District staff, contractors, citizen groups, and the public;
- Use hand and power tools applicable to trade;
- Observe possible safety hazards and react accordingly;
- Understand and follow oral and written instructions;
- Work independently in the absence of supervision;
- Understand engineering or landscape specifications and plans, inspect work in progress, and perform final inspection;
- Coordinate and schedule landscape inspections; and
- Ability to implement safe work practices on a consistent basis.
- Use computer hardware and software, including standard word processing, spreadsheet, calendar, email and internet software.

Thorough knowledge or ability required by specialty area:

Construction:

- Knowledge of standard policies and principles related to the construction, maintenance, operation and repair of public park and recreation facilities and infrastructure;
- Knowledge of methods, tools, and equipment used in park maintenance and construction;
- Ability to use woodshop equipment including router, sign machine and airless painting sprayers;
- Ability to use paints, oils, stains and adhesives; and
- Knowledge of local city, county and state building codes and requirements and how to inspect projects and facilities for compliance.

Irrigation:

- Knowledge of methods, equipment, operation, design and inspection of irrigation systems;
- Knowledge of methods, tools and equipment used in irrigation;
- Basic knowledge of the mechanics of irrigation systems; and
- Knowledge of local city, county and state codes pertaining to irrigation systems and back-flow prevention and how to inspect projects and facilities for compliance.