

**CITY OF MILLBRAE**  
**CLASSIFICATION SPECIFICATION**

**PARKS MAINTENANCE TECHNICIAN**  
**April 2019**

**DEFINITION**

Under general supervision, performs a wide variety of tasks related to the maintenance and upkeep of the City's parks, grounds, downtown, schools, and related areas; has responsibility for the design, installation, and maintenance of irrigation systems; conducts and leads chemical application; inspects, repairs, installs, and maintains playground equipment; operates a variety of hand and power tools safely; operates a variety of vehicles and equipment safely and properly; provides support for other Public Works Divisions, as needed; and performs related duties, as assigned.

**DISTINGUISHING CHARACTERISTICS**

Parks and Grounds Maintenance Technicians perform a variety of more complex duties related to the upkeep and maintenance of City-owned or City-used property, including parks, grounds, downtown, and schools, such as pesticide application and designing, installing and maintaining irrigation systems. This classification is distinguished from the Parks and Grounds Maintenance Worker in that they perform a higher level of work that requires additional licensures.

**SUPERVISION EXERCISED AND RECEIVED**

Receives general supervision from higher-level Public Works Department staff.

**DUTIES AND RESPONSIBILITIES**

The duties listed below are illustrative only and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of the position.

- Performs and leads a variety of tasks under identified standards, policies, practices, and procedures in the maintenance of the downtown area, City buildings, City parks, school fields, and city rights-of-way, medians, and related areas; clears litter and debris, empties garbage, removes graffiti, mows, details, eradicates gophers; concrete/asphalt repair and replacement, basic carpentry, and related;
- Assists in ensuring that all City parks and recreation infrastructure comply with the City's level of service standards; assists in identifying and requesting assistance for maintenance projects;
- Designs, installs, repairs, and maintains irrigations systems including, installing and wiring controllers, repairing wiring and malfunctioning valves, and scheduling irrigation run times; oversees other staff assisting in the installation, repair, and maintenance of irrigation systems; may be assigned to maintain inventory of irrigation supplies;
- Handles and applies hazardous materials, fertilizers, herbicides, and other chemicals in accordance with applicable regulations; provides direction to and oversees the application of hazardous materials by other staff;
- Inspects, repairs, installs, and maintains playground equipment, including replacing damaged components, painting, etc.;
- Leads and participates in the day-to-day work of the Parks Maintenance Workers, including routine park maintenance;
- Maintains athletic fields to sports field management standards, using a variety of specialty equipment such as aerator, de-thatcher, top dresser, over seeder, infield groomer, and reel mower;

- Performs skilled landscape construction, such as pouring concrete slabs, building and grading ADA accessible pathways, installing low/high voltage landscape lighting, installation of specialty playground drainage system, demolition and installation of new landscape at City buildings, parks, medians, and trails;
- Safely participates in heavy tree removal, using proper size chainsaws, woodchipper, stump grinder, and tractor;
- Operates a variety of hand and power tools and light and heavy equipment in the performance of assigned duties; operates small trucks with manual or automatic transmissions;
- Treats all members of the public respectfully, courteously, and as a customer;
- Performs and responds to emergency calls, which may include assisting with the maintenance, repair, and installation of sewers, streets, water and storm drain lines and services; maintains the required response time in order to answer emergency, afterhours, and weekend calls for service; and
- Perform related duties as may be assigned.

## **JOB-RELATED QUALIFICATIONS**

**Knowledge of:** Principles, practices, and techniques of grounds and related facilities maintenance and repair; automatic and manual irrigation system principles and functions; tools, materials procedures, and techniques used in the design, installation, maintenance, and repair of irrigation systems; methods, practices, policies, tools, equipment, and materials associated with the work; principles, procedures, and regulations related to hazardous material and chemical use; playground installation, maintenance, and repair techniques; playground safety practices; construction, repair, and maintenance techniques and applications related to parks, landscaping, and other related infrastructure; City best management practices; basic knowledge of public works construction, repair, and maintenance techniques and applications related to roads and other public works infrastructure; knowledge of safety hazards and applicable safety precautions associated with the work; effective techniques of communication, including verbal and written.

**Ability to:** Apply principles, practices, and techniques of landscaping and grounds maintenance and repair; inspect, diagnose, and repair malfunctioning irrigation systems; read, interpret, and apply blueprints, specifications, and work plans; adhere to prescribed policies, procedures, routines, and practices; think and act quickly in emergencies or unusual situations; understand and carry out verbal and written instructions; provide lead direction, work coordination, and training to assigned staff; participate in a variety of manual labor tasks related to streets, water, sewer, and storm drain infrastructure; operate vehicle and heavy equipment; use hand and power tools; establish and maintain cooperative relationships with those contacted in the course of the work; carry out assignments with minimal instructions; read, understand, and explain written instructions, equipment operation manuals, and other written documents associated with the work, including pesticide labels and Material Safety Data sheets; effectively schedule work; operate computer system and software used during the course of work; effectively keep written records.

## **EDUCATION AND TRAINING GUIDELINES**

Any combination of experience and training that would likely provide the required knowledge and abilities. A typical way would be:

**Education:** High school diploma or equivalent (GED). Technical training in landscaping or related field is desirable.

**Experience:** Four (4) years of full-time experience in horticulture, landscaping, irrigation system design and maintenance, grounds maintenance and/or repair work.

**Licenses:** Must possess and maintain a valid Class C California Driver's License with a satisfactory driving record, and within six (6) months of hire, must possess and maintain a Class B California Driver's License with required air-brake endorsements. Possession of a Qualified Applicators Certificate (QAC) within one (1) year from date of hire. Possession of a Playground Inspector Certificate within one (1) year from date of hire. Possession of an Irrigation Technician Certificate within one (1) year from date of hire.

## **SPECIAL REQUIREMENTS**

Respond to work at any hour of the day or night, within designated timeframe, as required during afterhours, weekend service, and/or emergency situations; carry communication equipment in order to respond after work hours. Vision, hearing, and physical ability adequate to obtain and maintain a California Class B Driver's License; speak clearly and understandably. Requires moderate and sometimes strenuous exertion, including bending, stooping, crouching, crawling, climbing, lifting, twisting, digging, carrying, and/or handling material weighing up to one hundred (100) pounds. Work in confined spaces and wear protective equipment. May work in conditions that require exposure to noise, odors, chemical and biological agents, gases, and contact with sanitary wastewater; work at heights up to 20 feet; work in varying temperatures of cold and heat, and in inclement weather for extended periods of time; work in conditions that may contain dust, mold, and various chemicals.