



MUNICIPAL UTILITY WORKER II – PARKS OPERATIONS

Job Description

The job description does not constitute an employment agreement between the City and employee and is subject to change. The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Class Title:	MUW II – Parks Operations	Effective Date:	April 1, 2022
Working Title:	Parks Lead Worker	Type:	Represented by LIUNA Local 737
Department:	Public Works	Supervisor:	Parks & Facilities Division Manager
FLSA Status:	Non-Exempt	Supervises:	None

CLASSIFICATION SUMMARY

Under the supervision of the Park & Facilities Division Manager, incumbents in this classification perform a variety of unskilled and semi-skilled tasks in the maintenance and operation of the City's parks and facilities including grounds, buildings, playground equipment, athletic courts and fields, irrigation systems, greenways, creeks, and wetlands. Performs on-call duty on a rotational basis.

Performs as a lead worker to MUW I Parks staff and temporary staff on daily basis; provides technical and non-technical training and guidance concerning work procedures; plans, assigns, and re-assigns work; monitors and approves work for completion and conformance with quality and safety standards; and provides informal assessment of workers' performance to the Parks & Facilities Division Manager. Assists and backs-up or assumes responsibilities of the Parks & Facilities Division Manager when needed.

SUPERVISION

This position is not a supervisory position, performs in a Lead Worker role for Parks MUWIs and temporary staff.

PHYSICAL DEMANDS – SAFETY – WORKING CONDITIONS

The physical demands (including lifting, mobility, movement and manual dexterity), work environment and working conditions described below 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 functions.

Physical Demands

Physical effort is required to perform heavy manual labor. Regular lifting of objects and equipment ranging in weight from 25 to 100 pounds is required. In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to finger, handle, or feel objects, tools or controls; bend; and reach with hands and arms. The employee is regularly required to climb or balance, stoop, kneel, climb stairs, crouch or crawl. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus. Manual dexterity and coordination are required to perform the work. These abilities are necessary to the previously referenced heavy manual labor as well as to use a computer and various software programs, calculator, phone, copy and fax machines, and other related tools and equipment.

Safety

Employees must maintain a safe work environment by complying with City and Department safety policies and rules and by practicing safety while performing the essential functions of the position.

Working Conditions

In the performance of the job duties, the employee will perform the majority of this job outside in varying and extreme weather conditions for extended periods of time. Employees risk physical hazard from mechanical and electrical equipment, exposure to human debris, drug paraphernalia, hazardous gases, fumes, paint, chemicals, and pesticides.

Outdoors noise level is frequently high. Indoors, job duties will be performed in an office environment under usual office working conditions. Work is also performed in numerous meeting settings in offices, conference rooms, and public spaces. The noise level in the work area is typical of most office environments, with telephones, frequent interruptions and background noises. Occasional contact with customers in conflict situations. Subject to 24-hour call back for emergency conditions.

ESSENTIAL FUNCTIONS – DUTIES & RESPONSIBILITIES

An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform. Based on the Public Works Department's cross-functional team approach to projects, all employees may perform duties in sections other than those regularly assigned as needed and directed. Duties and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.

It is the responsibility of every employee to represent the City of Keizer by responding to the public, citizens, its employees, and others promptly, professionally and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Additional responsibilities include assisting other staff in the performance of their duties as assigned, maintaining regular job attendance and adherence to working hours, and operating a motor vehicle safely and legally while on City business.

90% Park Maintenance Functions

Performs a variety of unskilled and semi-skilled tasks in the maintenance and operation of the City's parks and facilities including grounds, buildings, playground equipment, athletic courts and fields, irrigation systems, greenways, creeks, and wetlands.

Performs routine maintenance in parks and open spaces such as athletic fields, including but not limited to mowing, edging, landscaping, planting, raking, pruning, grass trimming, leaf removal, and weed control.

Plans, schedules, organizes, and inspects the work of Municipal Utility Workers and temporary staff in the completion of duties related to the City's Parks system.

Schedules and implements irrigation startup and winterization to include assisting with controller programming, sprinkler and valve repairs, and diagnostics.

Coordinates small-scale construction activities such as building picnic tables, minor structural repairs, painting, sign installation, irrigation system installation, and pouring concrete. Assists volunteers and Eagle Scouts with similar projects.

Operates and maintains City-owned splash fountain under the supervision of the Parks & Facilities Division Manager, including the operation of relevant software and control systems and trains temporary staff on those operations. Evaluates, detects, and diagnoses mechanical and electrical system problems associated with splash fountains; implements required repairs, utilizing applicable tools, equipment, and standard operating procedures. Performs daily maintenance. Responsible for record keeping as required by the operating permit issued by Marion County. Follows and enforces all splash fountain policies and rules at all times.

Operates backhoes and dump trucks.

Performs maintenance on lawn and power equipment, including electric motors, pumps, sprinklers, tractors, mowers, and irrigation systems.

Opens/closes and locks/unlocks gates, restrooms, and buildings as needed.

Collects and disposes of solid waste from grounds; picks up litter from premises.

10% Other Related Duties

Attends conferences and/or training sessions relevant to park and recreation standards.

Schedules and documents all vehicle and equipment maintenance and service.

Keeps work logs as directed.

Assists in setting up and taking down equipment for various functions; prepares Park facilities for program use.

Performs as an effective member of the Public Works team with the ability to communicate both verbally and in writing in an effort to resolve problems.

Inventory coordinator of parts and materials used on daily work orders.

Performs on-call duty on a rotational basis.

Assumes duties of Parks and Facilities Division Manager as requested by the Public Works Director or the Parks & Facilities Division Manager.

Works with tenants of parks rental properties and coordinates repairs as needed including purchasing materials and scheduling contractors.

MINIMUM QUALIFICATIONS

Education & Experience

- High school diploma or equivalency plus three years' experience in park construction, park maintenance, farming, horticulture, tree maintenance or general construction experience; or any equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the essential functions and responsibilities of the position. Additionally pool and/or splash fountain operation and maintenance experience preferred.

Licenses, Certifications & Other Requirements

- Required at time of hire: Valid Oregon driver license, NIMS IS 100, 200, and 700 Certification, completion of Excavation Safety Training and Confined Space Training.
- Residence must be within a 35-minute drive time to City shops as substantiated by any one of the most commonly used online mileage/travel programs based on home address and favorable driving conditions.
- Pass background investigation.

ADDITIONAL QUALIFICATIONS

Knowledge

- Methods, materials tools and procedures used in the maintenance of parks and related facilities.
- Proper and safe use of tools and equipment required for the position, including but not limited to shovels, rakes, hoes, power washers, backpack sprayers and blowers, hand painting tools, power edger and line trimmers, walk behind and sitting mowers, backhoes and dump trucks.
- Occupational hazards and safety precautions related to the work.
- Plant and chemical identification, planting, cultivating, and irrigation installation.

Skill & Ability

- Operate specialized tools, heavy equipment and vehicles required to perform the duties, responsibilities and the essential functions of the job.
- Operate a personal computer, including word processing and email programs.
- Make material estimates, read and interpret plans and specifications, keep records and make reports.
- Work in a safe manner for extended periods of time in adverse weather conditions.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with other employees and the public.
- Sufficiently perform the physical requirements of the classification.
- Learn new technology and effectively apply the technology to the job situation.
- Plan and prioritize daily tasks and make appropriate decisions.
- Plan, train, and lead designated employees in the completion of various projects, including monitoring, approving and informally assessing performance.

Licenses, Certifications & Other Requirements

- Required within 90 days of hire: Oregon commercial driver license (CDL) – Class B Endorsement.
- Preferred at hire, must be able to obtain as soon as practicable: Public Pesticide applicators license within 1 year and attend continuing education to maintain the license.
- Preferred at hire: Certified Pool and Spa Operator Certification.