



Landscape and Park Maintenance Worker I/II

Class Specification

Revised 6/24

Class ID: 765

Unit: NAME

Probation: 6 Months

FLSA: Non-Exempt

DEFINITION

Under supervision, performs a variety of unskilled and semi-skilled tasks in the maintenance and repair of landscaped and park areas; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Maintenance Supervisor or designee. Exercises no supervision over staff.

DISTINGUISHING CHARACTERISTICS

Landscape and Park Maintenance Worker I - This is the entry level class in the Landscape and Park Maintenance Worker series. Positions in this class typically have minimal work experience and work under immediate supervision while learning job tasks. The Landscape and Park Maintenance Worker I class is distinguished from the Landscape and Park Maintenance Worker II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, and progress to general supervision as procedures and processes of assigned area of responsibility are learned.

Landscape and Park Maintenance Worker II - This is the journey level class in the Landscape and Park Maintenance Worker series and is distinguished from the Landscape and Park Maintenance Worker I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. This class is distinguished from the Senior Landscape and Park Maintenance Worker in that the latter performs advanced journey level duties and provides lead direction to lower-level maintenance personnel.

Positions in the Landscape and Park Maintenance Worker class series are flexibly staffed and positions at the Landscape and Park Maintenance Worker II level are normally filled by advancement from the Landscape and Park Maintenance Worker I after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Assist in installing or maintaining irrigation systems and playground or park equipment; work with contractors on installation and/or repair assignments.

Set up traffic control such as sign boards, cones, and warning signs; follow safety protocols, and report or correct safety hazards to supervisor.

Plant, prune, fertilize, mulch and water trees, shrubs, plants, and park areas; mow, edge and maintain turf areas; spray for weed and insect control.

Maintain, perform minor repairs, and conduct routine review of City equipment and playgrounds, picnic areas, athletic fields and playing courts/areas to ensure safe access for the public; install playground

and related structures and equipment.

Remove trash and debris and sweep and rake areas as required.

Maintain records of work performed and materials used.

May use a computer and related applications to enter and retrieve information related to work assignments and record-keeping.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

In addition to the above, the Landscape and Park Maintenance Worker II:

Apply fertilizer, herbicides, and pesticides to lawns, shrubs, trees, and other vegetation as appropriate.

Perform routine irrigation system maintenance and repair duties such as maintenance and replacement related to sprinkler heads, quick couplers, and valves.

Perform routine preventive maintenance on tools and equipment used in the work and stock vehicles with adequate supply of tools and equipment needed to perform the work.

QUALIFICATIONS

Knowledge of:

- Use and purpose of general construction and related maintenance tools and equipment.
- Safe work practices.

In addition to the qualifications above, the Landscape and Park Maintenance Worker II is required to have knowledge of:

- Methods, techniques, and tools used in the routine maintenance and repair of landscaped areas and parks, and related facilities.
- Methods and techniques related to installation and maintenance of irrigation system parts and equipment.
- Use and safety precautions related to a variety of herbicides and pesticides for weed and insect control.

Skill or Ability to:

- Learn to perform unskilled and semi-skilled tasks in a variety of landscape and park maintenance and repair work; perform heavy manual labor.
- Identify various types of plants, trees, and shrubs; recognize and eradicate common plant/tree diseases and insect pests.
- Understand work operations and observe and follow safety rules.
- Safely operate various hand and power tools, equipment, and vehicles in the performance of semi-skilled work related to landscaping and park maintenance.
- Safely handle chemicals including cleaning products, solvents, and other materials and supplies.

- Identify and locate equipment including identifying problems with various equipment and tools.
- Understand and follow oral and written instructions; read, understand and interpret blueprints, sketches, specifications, labels, and written instructions.
- Understand and interpret work orders and explain jobs to others.
- Learn to use a personal computer and related applications for electronic mail communication, and to enter and retrieve data related to work orders, supplies, and hours worked.
- Communicate clearly and concisely, both orally and in writing.
- Work unusual/prolonged work schedules during emergencies or seasonally caused circumstances.
- Respectfully and effectively collaborate with a variety of people of varying backgrounds and roles. Demonstrate tact, professionalism, and diplomacy.

Education and Experience:

Any combination of education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Landscape and Park Maintenance Worker I - Possession of a high school diploma or equivalent, and six (6) months of landscaping, general maintenance, or construction experience.

Landscape and Park Maintenance Worker II - Possession of a high school diploma or equivalent, supplemented by specialized training in landscape maintenance, horticulture, or a related field, and two (2) years of increasingly responsible experience performing landscape and park maintenance work similar to that of a Landscape and Parks Maintenance Worker I with the City of Newark.

License and Certificate:

Landscape and Park Maintenance Worker I:

- Possession of a valid driver license and a satisfactory driving record throughout employment.

Landscape and Park Maintenance Worker II:

- Possession of a valid driver license and a satisfactory driving record throughout employment.
- Possession of, or ability to obtain, a valid California Class A (with tank endorsement when applicable) within the probationary period and throughout employment. Positions performing safety sensitive functions are subject to the Federal Highway Administration Department of Transportation (D.O.T.) regulations and the City's Administrative Regulation concerning drug and alcohol testing as a continuing condition of employment with the City.
- Possession of, or ability to obtain a Qualified Applicator Certificate issued by the State of California within the probationary period and throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate the above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Willingness and ability to work emergency overtime and available on call,

as required. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.