

City of Burien

Title: Park & Facility Maintenance Worker **Dept.:** Parks, Recreation, & Cultural Services
FLSA Status: Non-Exempt **Reports to:** Park & Facility Maintenance Supervisor

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

General Position Summary

Responsible for performing park and building facility maintenance and improvements, operations and system programs, and performing skilled and semi-skilled park and building operation techniques. Operating hand tools, power tools, and light and heavy equipment, including lifts, small tractors, backhoes and single axle dump trucks.

Essential Functions

- Support and model the identified vision, values and behaviors of the organization.
- Working with minimal supervision, perform responsible maintenance and repair of City parks, sport fields and buildings.
- Maintain City parks and sport fields; mow, edge, and apply pesticides and fertilizer to landscaped areas; repair and maintain irrigation systems; plant and maintain flower beds; rake leaves, prune and trim trees, remove brush and trash; remove graffiti; and repair fences.
- Repair and maintain Department buildings, facilities, and structures; assist with general building repair performing a variety of duties involving the building trades, including carpentry, plumbing, masonry, general electrical, HVAC and painting.
- Perform routine playground safety inspections and audits.
- Inspect and confirm work of assigned contractors.
- Set up and take down equipment and supplies for special events.
- Operate vehicles and heavy equipment to perform parks and building construction and maintenance duties; operate a variety of landscaping and construction tools and equipment, such as a jackhammer, mower, edger, chain saw, chipper, and electric lift.
- Perform maintenance and operation of interactive water feature, to include monitoring and adjusting of chemical levels and minor plumbing repairs.
- Organize and assemble materials and equipment necessary for tasks.
- Respond to emergency call-out situations.
- Prepare and maintain a variety of records and reports.
- Perform related duties as assigned.

Secondary Functions

- Serve as a member of the City's emergency response team.
- Perform general building maintenance such as sweeping, mopping, cleaning restrooms, changing light fixtures and removing trash.
- Monitor and order janitorial supplies.
- Serves on and participates in various employee committees.

Job Scope

Position is subject to a wide diversity of work situations requiring a moderate degree of complexity. The incumbent operates from specific and definite directions and instructions under moderate supervision.

Interpersonal Contacts

Interacts extensively with the other staff and the public.

Specific Job Skills

Knowledge of:

- Methods, tools, equipment, and materials used in the operation, maintenance, and repair of parks, sport fields, and facilities.
- Work hazards and applicable safety precautions.
- Operation and maintenance of hand and power tools and related construction equipment.
- Maintenance and repair of irrigation and plumbing systems.
- Cultivating, fertilizing, watering and spraying of flowers, trees, shrubs, and lawns.
- Basic arithmetic, including addition, subtraction, multiplication, and division.
- Modern cleaning methods including basic methods of cleaning and preserving floors, carpets, furniture, walls and fixtures.
- Methods to clean and maintain equipment, tools, materials and supplies.

Ability to:

- Safely and proficiently operate machines, tools, equipment, and materials used in the maintenance and repair of City park facilities.
- Perform heavy manual labor for long periods of time under a variety of weather conditions.
- Operate heavy and specialized equipment.
- Understand and carry out written and oral instructions.
- Work with cleaning fluids, paints, cleaning agents, and other solutions.
- Follow written and/or verbal instructions.
- Work independently.
- Maintain accurate records;
- Accurately analyze problems and identify solutions.
- Read, interpret, and follow blueprints, and schematics.
- Plan and organize work to meet schedules and deadlines.
- Demonstrate attention to detail.
- Communicate effectively, both in writing and orally.
- Establish and maintain cooperative and effective working relationships.
- Effectively represent the City in situations which are potentially adversarial or stressful.
- Recognize occupational hazards and utilize standard safety practices.
- Effectively utilize computer skills for communication and preparation of reports and records.

Mental Abilities

Position requires continuous decision making, interpersonal skills, and ability to understand, read, and speak English; frequent creativity, customer service, problem analysis, and independent judgment and/or action; occasional teamwork, use of discretion and performance of basic math; and rare presentations/teaching, mentoring, training/supervising, negotiation, and performance of advanced math.

Physical Abilities

Position requires continuous hearing; frequent standing, walking, and talking; occasional stooping, sitting, fingering, reaching, kneeling, handling, bending, and repetitive motions of feet, hands, and wrists; and rare crawling, feeling, and climbing. Employee must be able to lift and carry 80 pounds and push and pull 200 pounds.

Education and/or Experience

Graduation from high school or GED equivalent AND two years grounds/facilities maintenance, repair and construction experience OR a combination of experience and training that provides the candidate with the knowledge and skills to perform the job.

Special Requirements

- Successful completion of pre-employment background check.
- Valid Washington State Driver's License with satisfactory driving record.
- Possession of, or ability to obtain within three months, current First Aid/CPR certification.
- Possession of, or ability to obtain within three months, Confined Space certification.
- Possession of, or ability to obtain within one year, Aquatic Facility Operator's certification.
- Possession of, or ability to obtain within one year, Playground Safety Inspector certification.
- Be available for emergency response after normal work hours.
- Possession of a Washington Pesticide Applicator's license preferred.

Job Conditions

Work is performed primarily in a field environment and requires travel to a variety of locations to perform work. Employee may be exposed to noise from machinery and equipment operation, to all weather conditions, and to conditions and hazards from obstacles, rough terrains, heights and open trenches associated with construction sites. Employee may be exposed to potentially hazardous materials and equipment, fumes or vapors. Employee may be required to work evenings, weekends, and holidays, primarily during April through September. Position may include contact with dissatisfied or abusive individuals.