

## CITY OF OVERLAND PARK POSITION DESCRIPTION

<b>TITLE:</b>	Park Attendant, Senior	<b>BAND/LEVEL:</b>	Oprs III
<b>DEPARTMENT:</b>	Parks Services	<b>JOB NO:</b>	7200
<b>DIVISION:</b>	Parks and Forestry	<b>DATE:</b>	4/26/16
<b>REPORTS TO:</b>	Supervisor, Parks Maintenance or Forester	<b>FLSA STATUS:</b>	NE
<b>FULL-TIME:</b> X	<b>PART-TIME:</b>	<b>TEMPORARY:</b>	<b>COST CENTER:</b> 512

**REPLACES:** Park Attendant, Senior

**DATE:** 10/31/13

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### **JOB SUMMARY STATEMENT:**

Performs and/or oversees a wide variety of skilled and semi-skilled tasks related to equipment operation, repair and maintenance of park and recreation facilities, landscaping, tree planting, tree trimming and removal, irrigation, right-of-ways, construction projects, and/or grounds. Assists with training and field supervision of personnel, and coordination and monitoring of city contracts. Keeps abreast of current methods, techniques, and procedures covering park maintenance. Assists in emergency operations, including snow removal, as required.

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### **DUTIES AND RESPONSIBILITIES:**

#### General

1. Assists in supervision and training of park maintenance crews. Oversees crews, assists in planning, prioritizing, and organizing of daily tasks; provides input regarding employee's performance; assists or presents safety meetings; and ensures safe and productive procedures are followed.
2. Maintains and repairs equipment to ensure proper, safe and efficient operation. Performs routine and scheduled maintenance on all assigned equipment. Inspects field equipment, reports and performs repairs as needed. Keeps accurate and up-to-date records of all equipment repairs (routine and emergency) and associated costs.
3. Assists other work crews with ground maintenance, construction, and landscaping work.
4. Assists Supervisor with budget administration, purchasing/quotes, record keeping, preparing specifications for equipment/material purchases and special projects.
5. Assists Supervisor in arranging for and monitoring work of contractors on special projects.
6. Keeps abreast of current methods, techniques, and procedures covering park maintenance, including landscaping, horticulture, chemical applications, mechanical repairs, and troubleshooting through professional publications, workshops, and seminars.
7. Creates work orders, tracks time, equipment and supplies utilizing productivity software.
8. Assists in emergency operations, including snow removal.
9. Acts as supervisor during his/her absence.

#### Forestry/Horticulture

1. Oversees and participates in maintenance, trimming, and removal of trees along streets and in park areas in accordance with City ordinances. Uses and operates various trimming and removal equipment including chain saws, bucket truck, brush clippers, front-end loaders, and dump truck.
2. Oversees and participates in the planting and maintenance of trees along street right-of-way and park areas. Uses and operates various tree planting implements and equipment including tractor with auger, shovels and rakes, tree spade, and watering equipment. Installs tree stakes and applies mulching materials. Assists in design and organization of tree planting and other landscaping projects.
3. Assists City Forester in investigating complaints listed with "OP Cares" and violations of City ordinances. Conducts site inspection, observes reported complaint or concern, answers questions and report findings. Assists forester in

coordination and monitoring of City contracts, LOGC programs, and special projects.

4. Maintains trees, shrubs, and flowers in parks, along streets and right-of-ways. Plants, stakes, prunes, waters, weeds, and fertilizes. Removes dead foliage. Performs emergency limb and tree removal.
5. Participates in disease and pest identification and treatment of turf and ornamental plants. Inspects park areas for early insect and disease detection. Selects and recommends the correct treatment and application method. Applies treatment to affected area.
6. Plans, organizes, and participates in planting, maintenance and care of turf, trees, shrubs, annuals and perennials, in keeping with established work plans.
7. Designs, plans, orders and oversees seasonal and perennial flower plantings.
8. Maintains irrigation systems for annuals, trees, shrubs, and turf areas.

#### Parks Maintenance

1. Establishes and maintains quality turf in administrative, parks, and right-of-way areas. Mows, fertilizes, edges, trims, aerates, over seeds, sods, and irrigates turf areas.
2. Assists in the daily maintenance of all parks, including trash removal.
3. Participates in athletic field setup for softball, baseball and soccer including grading, dragging, chalking, setting bases/plates/boxes, goal placement, mowing and painting foul lines.
4. Assists with setup and cleanup of special events such Jazz in the Woods, July 4th Fireworks, and Fall Festival.
5. Assists in coordination of and tracking mowing of unimproved rural roadways.
6. Assists with construction projects involving pouring and finishing concrete, surveying, staking, grading, roofing, irrigation repair, carpentry and fence repair.
7. Helps maintain irrigation systems installed on athletic fields and turf areas on city property.

#### Facilities Maintenance/Construction

1. Performs maintenance and repairs of park facilities to include plumbing and electrical work, patching asphalt, painting, welding, sign construction, and repairing playground equipment. Monitors assigned vehicles and equipment for maintenance and repairs.
2. Maintains and repairs display fountains; daily inspections of operation, backwashing, repair of lighting, control panels, and solenoid valves. Performs water chemistry checks.
3. Installs, modifies, and maintains irrigation system. Identifies malfunctions or broken valves, sprinklers, and pipes. Repairs leaks and rebuilds or replaces faulty parts.
4. Conducts scheduled inspections of park facilities and grounds for unsafe conditions, vandalism, needed repairs of facilities and equipment, and reports deficiencies to supervisor.
5. Maintains athletic fields and all related facilities and equipment. Grade playing fields; fill designated areas with sand, gravel, dirt, etc. to appropriate levels; install fences, backstops, goals, walks, fountains, shelters. Build or install turf areas.
6. Assists with new construction projects; installs picnic tables and benches, playground borders, roofs, retaining walls. Includes performing skilled trades in grade staking, measuring, forming, concrete placement and finishing, roofing, backfilling, carpentry, siding, painting, plumbing, trenching, traffic control and equipment operation.

The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.

The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

## GENERAL QUALIFICATIONS

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### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

Basic education with courses or training in park/landscape or facility maintenance, construction, arboriculture, urban forestry and/or horticulture or additional equivalent experience.

Requires a valid Class A or B commercial driver's license with air brake endorsement. Employees hired or promoted on or after January 1, 2012, require a valid Class A commercial driver's license with air brake and tanker endorsements, or ability to obtain within 6 months from employment. Must maintain an insurable driving record. .

If assigned to Forestry/Horticulture, must be certified through the ISA and/or Kansas Arborists Association or obtain certification within 6 months from date of hire or promotion into position. Requires a Commercial Pesticide applicator license categories 3A and 3B, or must obtain within 6 months from employment.

If assigned to Park Maintenance, must be certified as a Commercial Pesticide applicator in category 3B and 5, or must obtain within 6 months from employment

### **EXPERIENCE:**

Two to three years of parks maintenance, operation and construction duties to include arboriculture, urban forestry, horticulture, facilities, landscape, and equipment, or an equivalent level of experience. Experience normally gained at Parks Attendant II position.

### **SKILLS:**

1. Good oral and written communication skills
2. Manual dexterity
3. Surveying skills
4. Basic construction and repair skills
5. Welding skills
6. Basic math skills
7. Basic drafting skills

### **MENTAL REQUIREMENTS:**

1. Ability to read and comprehend city, state and federal regulations
2. Ability to read and understand technical/mechanical manuals, construction drawings
3. Ability to work on or supervise several projects at once
4. Ability to prioritize work
5. Ability to read and understand landscape site plans
6. Ability to analyze safety situations
7. Ability to train and guide others
8. Ability to assess situation and make recommendations
9. Basic fundamentals of plumbing, electrical, masonry, carpentry

### **PHYSICAL REQUIREMENTS:**

1. Ability to make and receive phone calls
2. Ability to travel and tour City facilities and parks in adverse conditions
3. Ability to traverse rough terrain
4. Ability to operate power and hand tools
1. Exposure to heights
2. Exposure to loud noises
3. Exposure to high voltage
4. Ability to work in confined spaces
5. Ability to operate City vehicles and equipment
6. Exposure to extreme environmental conditions

7. Exposure to chemicals, fumes, dust, sprays, fogs and mists
8. Exposure to vehicle fumes and exhaust
9. Ability to operate motorized City vehicles and equipment such as riding lawn mowers, backhoe, front loader
10. Ability to operate welding equipment

**SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS**

**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

Indirect

- Park Attendants I & II
- Laborer I and II
- Temporary Laborers

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

## ESSENTIAL FUNCTIONS

ACTIVITY	DURATION	DESCRIPTION
Standing	Frequent	even / uneven surface
Walking	Frequent	even / uneven surface
Sitting	Frequent	misc. tasks could require sitting postures
Driving	Frequent	motor vehicle operation
Bending	Frequent	various postures required to complete requirements
Stooping	Frequent	various postures required to complete requirements
Twisting	Frequent	various postures required to complete requirements
Kneeling	Frequent	various postures required to complete requirements
Squatting	Frequent	various postures required to complete requirements
Crawling	Occasional	various postures required to complete requirements
Stairs	Occasional	misc. tasks require stair usage
Ladders	Occasional	misc. tasks require ladder usage

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
Chain Saw	10 lbs	Ground to Overhead	variable	occasional	two hand lift/tree pruning
Chain Saw	20 lbs	Ground to Overhead	variable	occasional	two hand lift/tree pruning
Chain Saw	32 lbs	Ground to Overhead	variable	occasional	two hand lift/tree pruning
Pole Saw	18 lbs	Ground to Overhead	variable	occasional	two hand lift/tree pruning
Water Hydrant Meter	26 lbs	Ground to Knee	variable	occasional	attaches to hydrant
Fertilizer applicator	28 lbs	Knee to Waist	variable	occasional	3 gallon sprayer
Tree Segments	up to 100	Ground to Waist	variable	occasional	cut during tree removal
Empty Garbage Barrel	53 lbs	Inches off of Ground	variable	occasional	lift/primarily push/pull/roll
Bag/Bushel of Branches	40 lbs	Ground to Chest	variable	occasional	pruning and brush removal
Bag of Fertilizer	50 lbs	Ground to Waist	variable	occasional	on / off pallet; filling spreader
Potted Flowers	10 lbs	Ground to Waist	variable	occasional	planting
Small Potted Shrubs	25 lbs	Ground to Waist	variable	occasional	planting
Large Potted Shrubs	47 lbs	Ground to Waist	variable	occasional	planting
Small Potted Tree	78 lbs	Ground to Waist	variable	occasional	planting
Large Tree w/root ball	180 lbs	Ground to inches	variable	occasional	two person-usually rolled on ground
Grass Seed	50 lbs	Ground to waist	variable	occasional	load/unload from truck
Misc. Tools	< 10 lbs	Ground to Shoulder	variable	occasional	one or two hand lift
Rototiller	114 lbs	Ground to Waist	variable	occasional	two person lift
Concrete	80 lbs.	Ground to Waist	variable	occasional	two hand lift
Chemical	50 lbs.	Ground to Waist	variable	occasional	two hand lift
Carbite Blade	62 lbs.	0-24 inches	variable	occasional	two person lift
Backing Plate	150 lbs.	0-24 inches	variable	occasional	two person lift
Rubber Blade	90 lbs.	0-24 inches	variable	occasional	two person lift
Material Spinner	100 lbs.	0-24 inches	variable	occasional	two person lift
Tailgate Doghouse	95 lbs.	0-61 inches	variable	occasional	two person lift

CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
Chain Saw	10 lbs	0-30 feet	variable	occasional	one hand carry/tree pruning
Chain Saw	20 lbs	0-30 feet	variable	occasional	two hand carry/tree pruning
Chain Saw	32 lbs	0-30 feet	variable	occasional	two hand carry/tree pruning
Pole Saw	18 lbs	0-30 feet	variable	occasional	two hand carry/tree pruning
Water Hydrant Meter	26 lbs	0-10 feet	variable	occasional	attaches to hydrant
Fertilizer applicator	28 lbs	0-100 feet	variable	occasional	3 gallon sprayer
Tree Segments	up to 100 lbs	0-30 feet	variable	occasional	cut during tree removal
Bag/Bushel of Branches	40 lbs	0-30 feet	variable	occasional	pruning and brush removal
Bag of Fertilizer	50 lbs	0-20 feet	variable	occasional	on / off pallet; filling spreader
Potted Flowers	10 lbs	0-30 feet	variable	occasional	planting
Small Potted Shrubs	25 lbs	0-30 feet	variable	occasional	planting
Large Potted Shrubs	47 lbs	0-30 feet	variable	occasional	planting
Small Potted Tree	78 lbs	0-30 feet	variable	occasional	planting
Misc. Tools	< 10 lbs	0-30 feet	variable	occasional	one or two hand carry
Concrete	80 lbs.	0-20 feet	variable	occasional	two hand carry
Chemical	50 lbs.	0-20 feet	variable	occasional	two hand carry
Rubber Blade	90 lbs.	0-10 feet	variable	occasional	two person carry
Carbite Blade	62 lbs.	0-10 feet	variable	occasional	two person carry
Material Spinner	100 lbs.	0-25 feet	variable	occasional	two person carry
Backing Plate	150 lbs.	0-10 feet	variable	occasional	two person carry
Tailgate Doghouse	95 lbs.	0-25 feet	variable	occasional	two person carry

<b>PUSHING</b>	<b>FORCE</b>	<b>FRQNCY/DUR</b>	<b>DESCRIPTION</b>
Branches into chipper	variable	occasional	two hand push
Dolly with 55 gal. drum	40 lbs.	occasional	two hand push
Material spinner	100 lbs.	occasional	two person push - 20 inches
Torque required to utilize tools	variable	occasional	one or two hand requirement
Snow plow	40 lbs.	occasional	two hand push

<b>PULLING</b>	<b>FORCE</b>	<b>FRQNCY/DUR</b>	<b>DESCRIPTION</b>
Full gravity fed hose	23 lbs	occasional	one or two hand requirement
Full pump driven hose	18 lbs	occasional	one or two hand requirement
Engine start cord	28 lbs	occasional	one or two hand requirement
Pole Saw	27 lbs	occasional	one or two hand requirement for 20 sec vertically
Material spinner	100 lbs.	occasional	two person pull - 20 inches
Torque required to utilize tools	variable	occasional	one or two hand requirement
Snow plow	40 lbs.	occasional	two hand pull

<b>REACHING</b>	<b>DURATION</b>	<b>DESCRIPTION</b>
Above Shoulder Height	occasional	type of job / tool dependent
At Shoulder Height	occasional	type of job / tool dependent
Below Shoulder Height	frequent	type of job / tool dependent
Below Waist	frequent	type of job / tool dependent
Below Knee	frequent	type of job / tool dependent

<b>FINE MOTOR</b>	<b>DURATION</b>	<b>DESCRIPTION</b>
Gripping	frequent	type of job / tool dependent
Pinching	frequent	type of job / tool dependent
Wrist Flexion & Extension	frequent	type of job / tool dependent
Wrist Lateral Deviations	frequent	type of job / tool dependent
Pronation & Supination	frequent	type of job / tool dependent