

## **Park Maintenance Worker**

### **SUMMARY/PURPOSE**

The Park Maintenance Worker is responsible for maintaining City of Duluth landscapes, gardens, parks, trails, urban forests, athletic fields, and recreation areas.

### **SUPERVISION RECEIVED**

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

### **SUPERVISION GIVEN**

Does not have direct supervisory responsibility but does have significant oversight of temporary/seasonal employees.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Develop and implement basic garden and landscape designs employing the methods, materials, and tools used in landscape construction and maintenance.
2. Perform planting and maintenance of annuals, perennials, turf, and shrubs according to instructions and planned design of landscaped areas.  
Perform mowing and maintenance of lawns, including string trimming, raking, watering, aerating, fertilizing, spraying and topdressing, using basic mathematical calculations to determine proper application of fertilizer and pesticide.
3. Install, maintain, program, operate, and repair irrigation and drainage systems.
4. Maintain ski trails and ski hills by grooming and snow making (winter) and clearing them of debris such as fallen trees and brush (summer/fall).
5. Install and maintain a variety of natural surface, boardwalks and paved trails including mowing, construction, general repair, erosion control, culvert repair and installation, and trail/bridge structure upkeep.
6. Install and maintain regulatory and wayfinding signage.
7. Perform technical tree felling techniques in a variety of complex urban situations both with and without an aerial bucket truck.
8. Perform stump grinding, structural tree pruning, planting, transplanting and watering of trees, establishing work zone signage and directing pedestrian/vehicle traffic.
9. Perform injections and other control methods to mitigate tree disease.
10. Respond to storm-damaged trees, as needed.
11. Construct, build, renovate, groom, maintain, and repair athletic fields and turf areas, including infields, pitching mounds, and bases.
12. Prepare athletic fields for recreational use, including the installation and removal of temporary fencing and chalking and lining fields.
13. Maintain ice rinks by flooding, banking, sweeping, and repairing.
14. Perform snow plowing and snow removal operations associated with streets, alleys, sidewalks, parking lots, and ice rinks.
15. Maintain walkways by shoveling snow and delivering deicing treatments to prevent ice buildup, utilizing sustainable practices.
16. Perform plowing for Street Maintenance in snow events and emergencies, as assigned.
17. Construct, install, inspect and maintain retaining walls, signage, fences, picnic tables, grills, benches, garbage cans, playgrounds and other park amenities.
18. Maintain parks by collecting and disposing of garbage, debris, litter and abandoned waste.
19. Clean and sanitize restrooms.
20. Operate a wide variety of gardening, forestry, landscaping and snow removal equipment to include: hand tools, power tools, sprayers, mowers, aerial bucket truck, log truck, trackless, chain saws, wood chipper, stump grinders, hedge trimmers, pick-up truck, one-ton dump truck, front-

- end loader, backhoes, sod cutter, skid steer, tandems and five yard plow truck, multi-use vehicles with attachments (brooms, blowers, blades), snow blowers, plows, and spreaders.
21. Perform minor and preventative maintenance and repairs to tools, equipment, and vehicles.
  22. Plan, organize, promote, implement, instruct and supervise the maintenance activities of assigned temporary and seasonal team members.
  23. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
  24. Other duties may be assigned.

### JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
  - A. Associates Degree in horticulture, forestry, natural resources, or a related professional field, and one (1) year of related professional experience in four-season care and maintenance of outdoor facilities, landscaping and forestry; OR a combination of three (3) years of related education and/or experience to include landscaping, forestry and four-season care of outdoor facilities as a primary responsibility.
2. License Requirements
  - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
  - B. Ability to obtain a Minnesota Class "A" commercial driver's license with tanker endorsement within six (6) months of hire date.
  - C. Ability to obtain a pesticide applicator license within one (1) year of hire date.
3. Knowledge Requirements
  - A. Knowledge of the methods, tools, equipment, and materials used in carpentry, landscaping, gardening, forestry, trails, athletic fields and recreational amenity fabrication, installation, maintenance and repair.
  - B. Knowledge of motor vehicle and traffic laws.
  - C. Knowledge of problem-solving and conflict-resolution techniques.
  - D. Knowledge of applicable safety requirements.
  - E. Knowledge of, or the ability to learn, City policies and procedures.
4. Skill Requirements
  - A. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
  - B. Skill in managing one's own time.
  - C. Skill in completing assignments accurately and with attention to detail.
5. Ability Requirements
  - A. Ability to recognize safety hazards and apply proper safety precautions.
  - B. Ability to drive in a safe and courteous manner.
  - C. Ability to complete the Park Maintenance Competency Program.
  - D. Ability to work on-call after completion of regular assigned work hours.
  - E. Ability to read and interpret plans, specifications, schematics, and blueprints related to the development and maintenance of gardens, park structures, and athletic playing surfaces.
  - F. Ability to obtain a minimum of two professional certifications, determined in accordance with approved certifications of the Park Maintenance Competency Program.
  - G. Within six months must be able to respond by vehicle to assigned work location within one (1) hour of being notified, given normal driving conditions.
  - H. Ability to identify horticultural plant varieties.

- I. Ability to create work zones to direct the flow of pedestrian and vehicle traffic through proper flagging and traffic cone design.
- J. Ability to maintain appropriate records utilizing technology systems and general computer programs.
- K. Ability to develop work plans and oversee volunteer, temporary staff, seasonal staff and other Park Maintenance Workers, as assigned, in proper work methods and procedures.
- L. Ability to assist in the training of new hires in functional area competencies, as assigned.
- M. Ability to assist in the ordering of supplies, repair parts, and materials.
- N. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- O. Ability to communicate and interact effectively with members of the public.
- P. Ability to communicate effectively both orally and in writing.
- Q. Ability to understand and follow instructions.
- R. Ability to problem-solve a variety of situations.
- S. Ability to set priorities and complete assignments on time.
- T. Ability to attend work as scheduled and/or required.

#### Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds and 100 pounds with assistance, crouching, stooping or crawling for extended periods.

#### Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions (e.g., working at great heights under extreme outdoor weather conditions or in similar situations in which conditions cannot be controlled).

|          |              |                         |                 |                |
|----------|--------------|-------------------------|-----------------|----------------|
| HR: HD   | Union: Basic | EEOC: Technicians       | CSB: 03/01/2022 | Class No: 4141 |
| WC: 9102 | Pay:         | EEOF: Natural Resources | CC:             | Resolution:    |

## **PARK MAINTENANCE WORKER**

### **Park Maintenance Worker**

#### **SUMMARY/PURPOSE:** ~~——— Maintain~~

The Park Maintenance Worker is responsible for maintaining City of Duluth landscapes, gardens, parks, trails, urban forests, athletic fields, and recreation areas.

#### **FUNCTIONAL AREAS:**

##### **1. ——— Perform**SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

##### **SUPERVISION GIVEN**

Does not have direct supervisory responsibility but does have significant oversight of temporary/seasonal employees.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. ——— Develop and implement basic garden and ~~landscape, garden, and forest~~ designs employing the methods, materials, and tools used in landscape construction and ~~maintenance work.~~

2. ——— \* A. ——— Perform planting of flowers, grass, roses, and maintenance of annuals, perennials, turf, and shrubs, and trees according to instructions and planned design of landscaped areas.

\* ——— B. ——— Perform cultivation of shrub and flower beds.

\* ——— C. ——— Perform mowing and maintenance of lawns.

\* ——— D. ——— Perform pruning of flowers, roses, shrubs, and trees.

\* ——— E. ——— Perform weeding, transplanting, and thinning of plants.

\* ——— F. ——— Perform, including string trimming, raking, watering of lawns, trees, plants, and shrubs, aerating, fertilizing, spraying and topdressing, using hoses, sprinklers, and irrigation systems.

\* ——— G. ——— Perform raking of grass and leaves.

\* ——— H. ——— Assist in the basic mathematical calculations to determine proper application of fertilizers and pesticides.

\* I. ——— Operate a variety of gardening, forestry, and landscaping tools and equipment, including sprayers, mowers, aerial bucket truck, chain saws, wood chipper, hedge trimmers, pick-up truck, one-ton dump truck, front-end loader, backhoe, sod cutter, fertilizer and five yard plow truck pesticide.

\* ——— J. ——— Perform work to fell trees.

3. ——— \* K. ——— Install, maintain, program, operate, and repair irrigation and drainage systems.

\* ——— L. ——— Maintain the City nursery by propagating and caring for plants.

2. ——— Perform recreational maintenance work.

4. ——— \* A. ——— Maintain ski trails and ski hills by grooming and snow making (winter) and clearing them of debris such as fallen trees and brush (summer/fall).

5. ——— Install and maintain a variety of natural surface, boardwalks and paved trails including mowing, construction, general repair, erosion control, culvert repair and installation, and trail/bridge structure upkeep.

6. ——— Install and maintain regulatory and wayfinding signage.

7. Perform technical tree felling techniques in a variety of complex urban situations both with and without an aerial bucket truck.

8. Perform stump grinding, structural tree pruning, planting, transplanting and watering of trees, establishing work zone signage and directing pedestrian/vehicle traffic.

9. Perform injections and other control methods to mitigate tree disease.

10. Respond to storm-damaged trees, as needed.

~~Construct retaining walls, picnic tables, fences, benches, and other related park facility apparatus.~~

11. \* B. Construct, build, renovate, groom, maintain, and repair athletic fields and turf areas, including infields, pitching mounds, and bases.

12. \* C. Prepare athletic fields for recreational use, including the installation and removal of temporary fencing and chalking and lining fields.

13. Maintain ice rinks by flooding, banking, sweeping, and repairing, and plowing snow.

~~\* D. Maintain ski trails by grooming and clearing them of debris such as fallen trees and brush.~~

~~\* E. Maintain parks and other facilities by collecting and disposing of debris, cleaning and sanitizing restrooms, and hauling, storing, and setting out picnic tables, benches, garbage cans, and other park equipment.~~

~~\* F. Construct, install, and maintain recreational equipment.~~

~~\* G. Erect new perimeters around existing playgrounds.~~

~~3. Perform related tasks as assigned.~~

~~\* A. Respond to citizens' inquiries, requests, and complaints.~~

~~\* B. Perform minor maintenance and repairs to gardening and forestry tools and equipment.~~

~~\* C. Instruct temporary employees in the proper work methods and procedures.~~

~~\* D. Assist in the ordering of supplies, repair parts, and materials.~~

- \* ~~E. Maintain appropriate records.~~
- \* ~~F. Perform preventive maintenance and repairs to equipment, vehicles, and hand and power tools used in park maintenance work.~~
- \* ~~G. Fabricate wooden signs for use in parks and along trails.~~
- ~~H. Maintain walkways by shoveling snow and spreading salt to prevent ice buildup.~~
- \* ~~I. Collect and dispose of garbage and remove graffiti.~~
- 14. ~~J. Perform snow plowing and snow removal operations associated with streets, alleys, sidewalks, parking lots, and ice rinks.~~
- 15. ~~K. Maintain walkways by shoveling snow and delivering deicing treatments to prevent ice buildup, utilizing sustainable practices.~~
- 16. ~~Perform related work, plowing for Street Maintenance in snow events and emergencies, as required assigned.~~
- 17. Construct, install, inspect and maintain retaining walls, signage, fences, picnic tables, grills, benches, garbage cans, playgrounds and other park amenities.
- 18. Maintain parks by collecting and disposing of garbage, debris, litter and abandoned waste.
- 19. Clean and sanitize restrooms.
- 20. Operate a wide variety of gardening, forestry, landscaping and snow removal equipment to include: hand tools, power tools, sprayers, mowers, aerial bucket truck, log truck, trackless, chain saws, wood chipper, stump grinders, hedge trimmers, pick-up truck, one-ton dump truck, front-end loader, backhoes, sod cutter, skid steer, tandems and five yard plow truck, multi-use vehicles with attachments (brooms, blowers, blades), snow blowers, plows, and spreaders.
- 21. Perform minor and preventative maintenance and repairs to tools, equipment, and vehicles.
- 22. Plan, organize, promote, implement, instruct and supervise the maintenance activities of assigned temporary and seasonal team members.
- 23. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
- 24. Other duties may be assigned.

## JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

### 1. Education & Experience Requirements

- + ~~A. Two (2) years of verifiable experience as a landscape laborer; or a combination of horticultural or natural resource education and experience equal to two (2) years which demonstrates possession of the knowledge and abilities listed below.~~
- A. Associates Degree in horticulture, forestry, natural resources, or a related professional field, and one (1) year of related professional experience in four-season care and maintenance of outdoor facilities, landscaping and forestry; OR a combination of three (3) years of related education and/or experience to include landscaping, forestry and four-season care of outdoor facilities as a primary responsibility.

### 2. License Requirements

- A. + ~~A. Possession of Possess and maintain a valid Minnesota Class D driver's license or privilege by the date of appointment and thereafter.~~
- ~~B. Ability to obtain a Minnesota Class "B" commercial driver's license within six months of hire date.~~
- B. ~~C. Ability to obtain a Minnesota Class "A" commercial driver's license by the end of the apprenticeship with tanker endorsement within six (6) months of hire date.~~
- C. ~~D. Ability to obtain a pesticide applicator license within one (1) year of hire date.~~

### 3. Knowledge Requirements

- ~~A. + A. Knowledge of the methods, tools, equipment, and materials used in carpentry, landscaping, gardening, forestry, trails, athletic fields and recreational equipment amenity fabrication, installation, maintenance and repair.~~
- ~~+ B. Knowledge of general safety practices and procedures.~~
- ~~B. + C. Knowledge of motor vehicle and traffic laws.~~
- ~~C. + D. Knowledge of problem-solving and conflict-resolution techniques.~~
- ~~D. Knowledge of horticultural process related to garden and forestry maintenance applicable safety requirements.~~
- ~~E. E. Knowledge of landscape design and construction principles, or the ability to learn, City policies and procedures.~~

### 4. Skill Requirements

- ~~A. Skill in propagating turf on various recreational surfaces.~~
- ~~A. B. Skill in the methods, materials operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and tools used modern office equipment.~~
- ~~B. Skill in managing one's own time.~~
- ~~C. Skill in landscape design, construction, planting, completing assignments accurately and maintenance with attention to detail.~~

### 5. Ability Requirements

- ~~A. + A. Ability to identify horticultural plant varieties.~~
- ~~+ B. Ability to identify and operate a variety of hand tools and power tools used in gardening, forestry, and landscaping.~~
- ~~+ C. Ability to program and operate irrigation systems.~~
- ~~+ D. Ability to perform basic mathematical calculations to determine proper fertilizer and pesticide applications.~~
- ~~+ E. Ability to follow oral and written instructions.~~
- ~~A. + F. Ability to recognize safety hazards and apply proper safety precautions.~~
- ~~G. Ability to establish and maintain effective working relationships with co-workers, supervisors, and the general public.~~
- ~~B. H. Ability to drive in a safe and courteous manner.~~
- ~~+ I. Ability to walk, stand, kneel, climb, stoop, crouch, and reach for extended periods.~~
- ~~J. Ability to work at heights from ladders.~~
- ~~+ K. Ability to work in dusty, dirty, wet, cold, and muddy conditions.~~
- ~~+ L. Ability to work outdoors in all kinds of weather.~~
- ~~+ M. Ability to frequently lift and carry objects such as tools and bags of fertilizer weighing up to 50 pounds; and occasionally lift and carry with others equipment such as lawn mowers weighing up to 100 pounds.~~
- ~~+ N. Ability to attend work on a regular basis.~~
- ~~C. + O. Ability to complete the training program as approved by the Joint Apprenticeship Training Committee (JATC)-Park Maintenance Competency Program.~~
- ~~D. P. Ability to work expanded shifts and/or be called in for emergency on-call after completion of regular assigned work with little or no advance notice hours.~~
- ~~E. + Q. Ability to read and interpret plans, specifications, schematics, and blueprints related to the development and maintenance of gardens, park structures, and athletic playing surfaces.~~

- F. ~~+~~ R. ~~Ability to obtain a minimum of two professional certifications as determined by City needs and as listed in accordance with approved certifications of the Park Maintenance Worker Apprenticeship program.~~ Competency Program.
- G. ~~S.~~ ~~Must, within~~ Within six months, must be able to respond by vehicle to assigned work location within one (1) hour of being notified, given normal driving conditions.
- H. Ability to identify horticultural plant varieties.

\* ~~Essential functions of the job~~

+ ~~Job requirements necessary on the first day of employment~~

- I. Ability to create work zones to direct the flow of pedestrian and vehicle traffic through proper flagging and traffic cone design.
- J. Ability to maintain appropriate records utilizing technology systems and general computer programs.
- K. Ability to develop work plans and oversee volunteer, temporary staff, seasonal staff and other Park Maintenance Workers, as assigned, in proper work methods and procedures.
- L. Ability to assist in the training of new hires in functional area competencies, as assigned.
- M. Ability to assist in the ordering of supplies, repair parts, and materials.
- N. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- O. Ability to communicate and interact effectively with members of the public.
- P. Ability to communicate effectively both orally and in writing.
- Q. Ability to understand and follow instructions.
- R. Ability to problem-solve a variety of situations.
- S. Ability to set priorities and complete assignments on time.
- T. Ability to attend work as scheduled and/or required.

#### Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds and 100 pounds with assistance, crouching, stooping or crawling for extended periods.

#### Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions (e.g., working at great heights under extreme outdoor weather conditions or in similar situations in which conditions cannot be controlled).

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|-----------------|-----------------|-------------------------|------------------------|-----------------------------|
| HR: <u>KGHD</u> | Union: Basic    | EEOC: Technicians       | CSB: <u>12/04/2001</u> | Class No: 4141              |
| WC: 9102        | Pay: <u>27*</u> | EEOF: Natural Resources | CC: <u>02/11/2002</u>  | Resolution: <u>02-0070R</u> |