

# The Parks Department

## Job Descriptions

JOB TITLE: Parks Maintenance Supervisor

### GENERAL STATEMENT OF JOB

Under direction, coordinates and supervises all landscaping, grounds, fleet and equipment maintenance; repairs, coordinates and supervises set-up and teardown for special events for the Parks Division; ensures all work is completed according to established policies, procedures, schedules and standards of safety and quality. Oversees park employees and assigns tasks daily. Reports to the Parks & Recreation Superintendent.

JOB TITLE: Park Maintenance Crew Leader

### GENERAL STATEMENT OF JOB

Under direction, supervises and participates in landscaping, grounds, fleet and/or equipment maintenance repair work and participates in the set-up and tear-down of special events for the Parks Division in assigned area, ensuring all work is completed according to established policies, procedures, schedules and standards of safety and quality. Reports to the Parks Maintenance Supervisor.

JOB TITLE: City Arborist

### GENERAL STATEMENT OF JOB

Under the direction of the Parks and Recreation Superintendent, coordinates and supervises the arboricultural and various landscaping management projects throughout the city. Performs tree inspections and enforces land development codes and ordinances. In addition, assists in the coordination, preservation and management of natural areas, and develops and/or administers landscaping projects and grants.

**JOB TITLE: Spray Technician**

**GENERAL STATEMENT OF JOB**

Under general supervision, performs complex and/or specialized work in the application of herbicides, pesticides and fertilizers to all City Parks, medians, athletic fields and other public grounds and performs related work as required. Reports to the Parks Maintenance Supervisor.

**JOB TITLE: Irrigation Technician**

**GENERAL STATEMENT OF JOB**

Under general supervision of the Parks Maintenance Supervisor, performs skilled trades work for the City in systematic repair, replacement and/or redesign of the City's irrigation systems. Work involves construction and installation of new irrigation systems, maintenance, repair and modification of existing irrigation systems. Reports to the Parks Maintenance Supervisor.

**JOB TITLE: Park Maintenance Worker III**

**GENERAL STATEMENT OF JOB**

Under general supervision, performs complex and/or specialized work in the maintenance of City parks, athletic fields and related structures and equipment. Supervises the work of subordinate Service Workers on specific tasks as assigned. Reports to the Parks Maintenance Crew Leader.

**JOB TITLE: Park Maintenance Worker II**

**GENERAL STATEMENT OF JOB**

Under general supervision, performs moderately complex and/or specialized work in the maintenance of City parks, athletic fields and related structures and equipment. Assists in maintaining a clean and safe city and performs special event setup as required. Reports to the Parks Maintenance Crew Leader.

**JOB TITLE: Park Maintenance Worker I**

**GENERAL STATEMENT OF JOB**

Under direct supervision, performs routine work in the maintenance of City parks, athletic fields and related structures and equipment. Performs special event setup as required. Reports to the Parks Maintenance Crew Leader.

**JOB TITLE: Administrative Assistant**

**GENERAL STATEMENT OF JOB**

Perform a variety of administrative and clerical tasks. Duties of the Administrative Assistant include providing support to our managers and employees, assisting in daily office needs.