

The Maryland-National Capital Park and Planning Commission

TITLE: Principal Parks/Facilities Maintenance Worker – CDL/PAC GRADE: L05 DATE: 10/25/2023
SERIES: Buildings and Grounds CODE: 2525 EEO: Service and Maintenance FLSA: Non-Exempt
Maintenance

Class Definition:

Under general supervision, performs skilled maintenance work at Commission parks, golf courses, recreation centers, facilities, office buildings, events and other sites. Skilled maintenance work is defined as:

- 1) On a regular basis (more than 50% of the time), providing direction and instructions on proper procedures and safety to a small work group. Informing leader or supervisor of job progress and completion;
- 2) Performing trades work not requiring a trades license on a regular basis (more than 50% of the time);
- 3) Operating vehicles and equipment requiring a commercial driver's license (CDL);
- 4) Applying pesticides or fertilizers as certified applicator; or
- 5) Utilizing certification as a playground safety specialist inspecting playground areas and equipment for safety and maintenance issues.

Workers maintain, repair and perform manual operations involving trades methods and procedures in buildings, sites and parks in optimum working order so that they may be enjoyed by patrons and visitors; maintain and improve hardscapes and landscapes for purposes of attracting patrons to utilize park system and amenities, providing for a safe and secure environment while on site, and providing efficiencies that reduce the need for constant upkeep by others. Work involves skilled building maintenance, event operations, groundskeeping and landscaping requiring occasional strenuous physical effort, and operating a variety of operating and transporting equipment (e.g., dump trucks with plows or graders, tank trucks, tractors with attachments, backhoes and front-end loaders, bucket trucks, large industrial type power mowers with attachable implements); consists of related procedures and tasks and information on which to act is obtained by close examination, use of arithmetic, or by referring to readily available sources. Responsibilities involve applying standard solutions to a range of common or recurring problems, identifying errors and correcting the work, answering routine questions about the work, explaining work procedures to others and arranging for supplies and work materials. Work contributes to the accuracy, reliability, and acceptability of services provided and serves the public by ensuring proper maintenance and safety of Commissions facilities, sites, events and parks. Applies considerable knowledge of work procedures, steps, tasks and techniques to perform skilled groundskeeping and turf maintenance including pesticide and fertilizer applications, landscaping, building maintenance, automobile and equipment maintenance, and methods and procedures for skilled trades support work (i.e., HVACR, electrical, plumbing, painting, carpentry). Follows procedures and applies standard solutions to a range of common or recurring problems. Interacts with people inside and outside the work unit, including the public, to exchange routine and non-routine information. Performs other duties, as assigned.

Assignments are made in terms of ongoing functional responsibilities and requirements for specific assignments. Incumbent carries out regular, recurring assignments without detailed instructions but refers problems and unfamiliar situations to the work leader or supervisor. Work is performed in accordance with established policies and procedures which vary depending on the assignments and is reviewed for compliance with instructions and established procedures. Completed work is usually checked through inspection or through acceptance in subsequent work processes and in conformance with quality, quantity, timeliness, teamwork, customer service and other factors.

The Maryland-National Capital Park and Planning Commission

TITLE: Principal Parks/Facilities Maintenance Worker – CDL/PAC GRADE: L05 DATE: 10/25/2023
SERIES: Buildings and Grounds CODE: 2525 EEO: Service and Maintenance FLSA: Non-Exempt
Maintenance

Job Summary

Performs skilled (see above) maintenance work in building maintenance, event operations, groundskeeping and landscaping. Requires operating and transporting a variety of equipment (e.g., dump trucks with plows or graders, tank trucks, tractors with attachments, backhoes and front-end loaders, bucket trucks, large industrial type power mowers with attachable implements). Responsibilities involve providing direction and instructions on proper procedures and safety to small workgroup on a regular basis (more than 50% of the time).

Examples of Important Duties:

1. Performs skilled trades work (e.g., masonry, painting, carpentry, plumbing, electrical, welding, HVACR) on a regular and recurring basis. Performs routine maintenance and repairs to park buildings and structures and specialized tasks such as constructing and installing various park amenities (e.g., chain link and split rail fencing, sheds) and constructing, installing and repairing play and special events equipment. Uses specialized trades tools and equipment for shaping, sanding and finishing materials; fabricating, modifying and repairing various types of metal and alloy parts or equipment; performing basic carpentry projects using rough and simple finished carpentry to repair and maintain Commission buildings, structures, and property; painting projects or assisting on major painting projects. Performs routine preventive maintenance and repairs on HVACR, plumbing, lighting, and communications systems.
2. Operates trucks, truck and trailer combinations, farm tractors with attachments, bucket trucks with attachments (plows, graders), trash trucks, box trucks, mobile stages, dump trucks and tank trucks. Operates bobcats, front-end loaders, backhoes and dozers. Patches and resurfaces asphalt roads and trails, removes snow, grades fields and other park areas, and hauls materials and equipment. Performs routine safety inspections and maintenance of vehicles and equipment.
3. Identifies diseases, insects and broadleaf weeds for proper treatments. Mixes and applies pesticides, fertilizers, growth regulators and other turf products in parks and on golf courses or athletic fields using specialized equipment.
4. Troubleshoots and maintains irrigation systems on golf courses, athletic fields and other sites involving work on plumbing and electrical systems (i.e., repair of broken pipes and irrigation heads and cleaning around valve boxes and irrigation heads).
5. On a regular basis (more than 50% of the time), provides direction and instructions on proper procedures and safety to small workgroup; informs leader or supervisor of job progress and completion and any problems requiring attention. May enter work order completion forms into the Enterprise Asset Management (EAM) system. Oversees maintenance of custodial contractors and documents contract compliance.

The Maryland-National Capital Park and Planning Commission

TITLE: Principal Parks/Facilities Maintenance Worker – CDL/PAC GRADE: L05 DATE: 10/25/2023
SERIES: Buildings and Grounds CODE: 2525 EEO: Service and Maintenance FLSA: Non-Exempt
Maintenance

6. Performs standard landscaping or trail maintenance duties. Operates tractors with attachments to spread grass seed, fertilizer and top dressing on fields and golf courses; rakes, drags, and grades fields according to established standards. Cuts and lays sod and plants trees, shrubs and flowers. Installs landscaping ties and spreads mulch and wood chips in paths and flowerbeds. Assists in installing amenities associated with athletic fields. Fills holes in fields. Reports unsafe and hazardous conditions of park facilities and amenities. Performs or assists in the repairs of play equipment to ensure safety.
7. Performs tree maintenance duties. Positions bucket truck and sets outriggers, trims and fells trees. Operates ropes from ground level to assist tree climbers in cutting down large trees. Raises and lowers tree limbs with ropes. Uses chain saws, handsaws, pole saws, pole clips and axes to clear brush, prune deadwood and cut down small trees. Operates chipping machine to grind brush into mulch and stump grinder to remove tree stumps. Clears fallen trees from roads, trails, bike paths and buildings using chain saws.
8. Performs a variety of maintenance tasks and work related to events. Operates and maintains special event equipment and vehicles. Transports equipment to and from event sites. Maintains and organizes extensive inventory of equipment, including updates, cleaning and repairs. Assists in event planning and operations by inspecting event sites, providing feedback, evaluating risks, packing/unpacking, and loading/unloading. Performs on-site event operations duties including equipment placement, measurements, setups, and breakdown. Provides support in directing others in setup and breakdown.
9. May collect and enter data and complete work order forms. Assists with training seasonal staff.

Important Worker Characteristics:

- A. Considerable knowledge of work procedures, steps, tasks and techniques for standard (1) groundskeeping including turf and trail maintenance; (2) landscaping; (3) building maintenance; (4) safety techniques, procedures and requirements; (5) cleaning agents, procedures and equipment; (6) pesticide and fertilizer applications; (7) automobile and equipment maintenance; (8) basic methods and procedures for skilled trades support work (i.e., HVACR, electrical, plumbing, carpentry, masonry, painting, welding); and (9) Commission organization, policies and procedures.

**Knowledge is typically acquired or fully developed by on-the-job training in this job class.*

- B. Skill and ability to (1) operate automotive and heavy power equipment including trucks, truck and trailer combinations, farm tractors with attachments, bucket trucks with attachments (plows, graders), trash trucks, dump trucks, tank trucks, bobcats, front-end loaders, tree spades, turf rollers, backhoes, dozers, and truck or vans with trailers; (2) apply pesticides and fertilizers requiring certification; (3) operate hand and power tools, chainsaws, and power saws, woodchippers, push and riding mowers, tractors with attachments, trucks or vans with trailers; (4) apply basic skilled trade practices safely and effectively; (5) operate various computerized software programs; (6) provide courteous service; and (7) perform First Aid, cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED).

The Maryland-National Capital Park and Planning Commission

TITLE: Principal Parks/Facilities Maintenance Worker – CDL/PAC GRADE: L05 DATE: 10/25/2023
SERIES: Buildings and Grounds CODE: 2525 EEO: Service and Maintenance FLSA: Non-Exempt
Maintenance

- C. Skill in problem solving to select, organize, and logically process relevant information (verbal, numerical, or abstract) to solve a problem. Examples include measuring dimensions for construction of flower beds; repairing picnic tables and fences; and selecting the appropriate attachments to rake, drag and grade athletic fields.
- D. Skill in communication to understand verbal and written information (including facts, descriptions and ideas) and to express such information so that others will understand. Examples include reading and writing routine reports and correspondence; understanding blueprints, plans, and diagrams; and explaining safety and work procedures to work crews.
- E. Interpersonal skills to interact effectively and establish and maintain effective working relationships as a member of a team.

Minimum Qualifications (MQs):

1. High school diploma or Certificate of General Educational Development (GED).
2. Four (4) years of progressively responsible experience in groundskeeping, building maintenance or park maintenance.
3. An equivalent combination of education and experience may be substituted, which together total four (4) years.
4. Valid driver's license in accordance with both State and Commission rules and regulations. Driver's license must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required of their position.
5. Pass Commission medical examination.
6. Depending upon the area of assignment, some positions in this class require within 12 months of hire (a) Commercial driver's license (CDL) with appropriate endorsements; (b) obtainment of certifications including:
 - Maryland Department of Agriculture's Pesticide Applicator certification in the categories appropriate to the work assignment;
 - Maryland Department of Agriculture's Fertilizer Applicator certification; and
 - National Playground Safety Institute certification.

Working Conditions:

Primarily works outside but may work inside on occasion or as assigned. May work weekends, evenings and holidays. Occasionally exposed to inclement weather, dirt, waste, odors, caustic chemicals, pesticides, wildlife and potentially harmful insects (e.g., bees, hornets, wasps) and plants (e.g., poison ivy). Ability to occasionally lift up to 100 pounds and regularly up to 50 pounds.