

## The Maryland-National Capital Park and Planning Commission

TITLE: Park/General Maintenance Worker II      GRADE: L03      CODE: 5222  
SERIES: Building and Grounds Maintenance      DATE: 01/31/01      FLSA: Non-exempt

### Class Definition

Under general supervision, performs general and some skilled park maintenance work involving moderate responsibility, complexity, and variety. Performs general grounds maintenance and routine building maintenance at parks, golf courses, recreation centers, and other sites. Operates a variety of equipment (for example, trucks, tractors with attachments, riding mowers). This is park/general maintenance work at the experienced level, involving operation of most equipment and specialized assignments requiring training and experience. Incumbents of this class regularly perform assignments as part of a group, but may occasionally work alone. Performs other related duties as assigned.

### Examples of Important Duties:

1. Operates riding mowers and tractors with attachments to rough or fine cut fields, lawns, fairways, trails, or roadsides. May operate precision mowers on greens and tees.
2. Operates light to medium trucks (for example, stake body, small dump truck, pickup truck), truck and trailer combinations, autos, or utility vehicles to transport workers, office/building supplies and equipment, tools, plants, trash, and other cargo. Operates various pieces of equipment (for example, front-end loader, bobcat, small tree spade) to perform routine park/general maintenance tasks such as loading and unloading materials. Operates equipment and vehicles not requiring a Commercial Driver's License. Maintains and cleans vehicle and equipment.
3. Performs various manual labor duties (for example, digging ditches, assisting with laying irrigation lines, installing, constructing, and/or repairing picnic tables, play equipment, signs, fences, bridges, drinking fountains, sheds).
4. Performs general landscaping duties. Operates tractor with attachments to spread grass seed, lime, fertilizer, and topdressing on fields and golf courses. Cuts and lays sod. Plants trees, shrubs, and flowers, according to established standards. Installs landscaping ties. Spreads mulch and wood chips in playground areas, paths, and flowerbeds.
5. Performs tree maintenance duties. Uses chain saws, handsaws, pole saws, pole clip, and axes to clear brush, prune deadwood, and cut down trees. Operates chipping machine to grind brush into mulch. Assists with stump grinding. Learns to operate ropes from ground level to assist tree climber in cutting down trees, as well as raising and lowering of branches and equipment.
6. Maintains athletic fields, according to established standards. Operates tractor with attachments to rake, drag, and grade fields. Sprays pesticides. Marks appropriate lines. Assists in installing amenities associated with athletic fields. Fills holes in field. Operates athletic area lights.
7. Reports unsafe and hazardous conditions of park facilities and amenities. Under direction, performs or assists in the performance of repairs to play equipment to ensure safety.
8. Repairs, paints, and stripes a variety of athletic courts (for example, basketball, tennis) and performs associated maintenance.
9. Performs routine maintenance and repairs on and around golf course greens and tees. Rakes sand traps, changes flags and tee markers, and moves cups on greens at golf courses.
10. Sweeps, mops, vacuums, and dusts offices and public areas of buildings. Strips, waxes, and buffs floors. Cleans, deodorizes and disinfects faucets, sinks, toilets, etc. Cleans and shampoos carpets. Replaces supplies, collects trash, and moves furniture. Makes minor building repairs.

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May occasionally direct a custodial crew.

### Examples of Important Duties (continued)

11. Performs routine maintenance and repairs to park buildings and structures (for example, painting, rough carpentry).
12. Feeds and cares for animals at nature centers and parks. Cleans animal stalls, cages, and aquariums.
13. Provides routine maintenance and repair of equipment, vehicles, and tools.
14. May collect and/or enter data into daily reports and work order completion forms. Assists with training of seasonal staff.
15. Assists in monitoring Commission programs and events. Informs visitors of rules and regulations, and reviews permits. May collect fees from campers. Summons emergency assistance as appropriate. Opens and closes Commission facilities.

### Important Worker Characteristics:

- A. Knowledge of: (1) groundskeeping, (2) landscaping; (3) parks and park/general maintenance operation; (4) safety; (5) turf maintenance; (6) pesticides and their application; (7) basic auto and equipment maintenance; (8) cleaning agents and cleaning procedures; and (9) Commission organization, policies and procedures\*.
- B. Skill in operation of: (1) hand and power tools; (2) riding mowers; (3) tractor with attachments; and (4) trucks and/or truck trailer combinations.
- C. Ability to: (1) understand a system of procedures; (2) read and understand labels; (3) read and write routine reports and correspondence; (4) provide courteous service; and (5) lift up to 100 pounds desirable.

\*Developed primarily after employment in this job class.

### Minimum Qualifications:

1. Pass Commission medical examination.
2. Two years of experience in grounds keeping, building maintenance, or park maintenance;
3. Ability to read and write.
4. Valid driver's license.

### Working Conditions

Primarily works outside, but may work inside on occasion or as assigned. May work weekends, evenings, and holidays. Exposed to weather, dirt, waste, odors, caustic chemicals, pesticides, wildlife, and potentially harmful insects (for example, bees, hornets, wasps, etc.).