

## **The Maryland-National Capital Park and Planning Commission**

TITLE: Parks/Facilities Maintenance Worker

GRADE: L02 DATE: 10/25/2023

SERIES: Buildings and Grounds CODE: 2520 EEO: Service and Maintenance FLSA: Non-Exempt Maintenance

### Class Definition:

Under close supervision, performs entry level maintenance work at Commission parks, trails, golf courses, recreation centers, facilities, office buildings and other sites. Workers maintain buildings, sites, trails, 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 they are on site, and providing efficiencies that reduce the need for constant upkeep by others. Work involves routine building and grounds maintenance, custodial, general labor and basic landscaping requiring light to occasional strenuous physical effort and operating various hand tools (e.g., hand saws, hammers, screwdrivers, clippers), basic power tools (e.g., drills, circular saws, power sanders), push mowers and small riding mowers and other simple motorized or power equipment (e.g., floor buffers, weed trimmers, pressure sprayers, leaf blowers). Performs routine maintenance for power equipment operated that includes a visual check of the equipment, limited lubrication, cleaning/replacing air filters and refueling. May drive Commission vehicles to pick up and deliver supplies and materials, transport workers, remove trash and debris and perform other tasks. Work consists of tasks that are clear-cut and directly related, and actions required are obvious or may be determined by routine observation. Responsibilities may include aiding trades workers within the same organizational unit by performing support-type functions. Work contributes to the accuracy, adequacy, timeliness of maintenance services provided by the department and ensures a safe, clean and maintained environment for the public. Applies knowledge of routine work procedures, steps, tasks to perform grounds or trails maintenance, landscaping, basic building maintenance and custodial work processes. 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 information, such as obtaining or giving facts or information concerning routine matters. Performs other duties, as assigned.

Assignments are made in terms of specific instructions. Incumbent carries out the work step-by-step in strict adherence to established policies and procedures. Resolves routine work problems by selecting and applying the appropriate guidelines, and brings new or uncommon problems to the supervisor or a more experienced worker for guidance or resolution. Work is subject to check-in process and upon completion for conformance with instructions and other guidelines, quality, quantity, timeliness, teamwork, customer service and other factors.

Note: In accordance with the Fair Labor Standards Act, employees under the age of 18 will be restricted from performing the following work: (1) power driven saws (e.g., circular saws, band saws, guillotine operating or helping to operate power shears, chain saws, reciprocating saws, woodchippers, or abrasive cutting discs); (2) power driven woodworking machinery (e.g., chain saws, nailing machines and sanders); (3) roofing operations; and (4) operating, riding, or helping use most power-driven hoisting apparatus such as forklifts, non-automatic elevators, skid-steers, skid-steer loaders, backhoes, manlifts, scissor lifts, cherry pickers, work-assist platforms, boom trucks and cranes.

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### Job Summary

Performs park or general maintenance work in routine building and grounds maintenance, custodial, general labor and basic landscaping; may include aiding trades workers. Requires operating various hand tools (e.g., hand saws, hammers, screwdrivers, clippers), basic power tools (e.g., drills, circular saws, power sanders), push mowers and small riding mowers and other simple motorized or power equipment (e.g., floor buffers, weed trimmers, pressure sprayers, leaf blowers).

### Examples of Important Duties:

1. Operates various hand and power tools (e.g., string trimmers, pole pruners, leaf blowers, floor buffers, wet and dry vacuums, steam cleaners and low pressure sprayers). Operates motorized equipment such as small riding mowers, powered push mowers, and weed trimmers and chain saws. May operate sedans, light trucks with small trailers, and small passenger or cargo vans. Maintains and cleans vehicles and equipment and assists in performing routine maintenance (replacing fluids, checking air pressure, cleaning and oiling) for equipment and vehicles.
2. Performs general ground maintenance such as collecting, removing and disposing of litter and debris. Operates small blowers or vacuums. Shovels snow and spreads ice melt or other abrasives on walks. Stacks wood and brush. Manually loads various materials on trucks or into vans.
3. Sweeps, mops, vacuums and dusts offices and public areas of buildings. Strips, waxes and buffs floors. Cleans, deodorizes and disinfects faucets, sinks and toilets. Replaces supplies, collects trash and moves furniture.
4. Assists in performing routine building maintenance and minor repairs to park buildings and structures (e.g., painting, rough carpentry, replacing basic parts); and installs or constructs picnic tables, playground equipment, signs, fences or simple structures.
5. Performs various routine manual labor duties such as uses shovels to excavate material where machine grading and sloping is not required or practical; assists with installing irrigation lines to maintain optimum landscape; performs routine tree and trails maintenance (i.e., clears brush and removes tree branches and debris) to provide for a safe and enjoyable experience for patrons; fills holes using shovels, hand tampers, and rakes; digs holes for plants and posts installations using hand tools; and completes any needed repairs or other maintenance duties and responsibilities.
6. Tracks, sorts and arranges supplies and materials as directed; and loads, unloads, and moves heavy boxes, bulky supplies, and materials to and from vehicles and structures (by hand or with the use of hand trucks and dollies).
7. Assists with maintenance of athletic fields according to established standards. Operates small, motorized equipment to rake and drag fields, marks playing field lines, fills holes in fields and assists with seeding and laying sod. Performs entry-level golf course maintenance work (i.e., rakes sand traps, changes flags and tee markers, and moves cups on greens).

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8. Performs general landscaping duties. Spreads mulch and wood chips in playground areas, paths, around tree rings and landscape beds and other areas. Installs landscaping ties. Participates in and assists higher-level landscaping/gardening personnel with tree planting and maintenance.
9. Receives training in Integrated Pest Management, mixing and applying pesticides and performs work under the direction of a Certified Pesticide Applicator. Completes and maintains pesticide application records.

### Important Worker Characteristics:

- A. Knowledge of (1) routine work procedures, steps, and tasks to perform grounds maintenance, landscaping, trails maintenance, basic building maintenance, custodial work processes\*; (2) applicable safety procedures\*; (3) cleaning agents, procedures and equipment\*; and (4) Commission organization, policies and procedures\*.

*\*Typically acquired or fully developed primarily after employment in this job class.*

- B. Skill and ability to (1) operate hand and simple power tools and equipment, push and riding mowers, small trucks or vans; (2) understand a system of procedures; (3) provide courteous service; (4) perform manual work requiring physical effort and dexterity; and (5) perform First Aid, cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED).
- C. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem.
- 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 materials and records.
- E. Interpersonal skills to interact effectively and establish and maintain effective working relationships as a member of a team.

### Minimum Qualifications (MQs):

1. Pass Commission medical examination.
2. 17 years of age.

### 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.