

The Maryland-National Capital Park and Planning Commission

TITLE: Senior Parks/Facilities Maintenance Worker GRADE: L03 DATE: 10/25/2023
SERIES: Buildings and Grounds CODE: 2521 EEO: Service and Maintenance FLSA: Non-Exempt
Maintenance

Class Definition:

Under general supervision, performs full range of general and some skilled maintenance work at Commission parks, golf courses, recreation centers, facilities, office buildings, trails 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 on site, and providing efficiencies that reduce the need for constant upkeep by others. Work requires light to occasionally strenuous physical effort, ability to perform manual operations requiring dexterity and ability to operate light automotive and motorized power equipment; involves using or operating a range of hand tools (e.g., hand saws, hammers, screwdrivers, clippers), power tools (e.g., drills, circular saws, power sanders), motorized or power equipment (e.g., riding mower or small tractor with attachments, power tiller) and occasionally larger power equipment for loading, unloading, and moving materials (small front-end loader or bobcat, small tree spade); operating light trucks with small trailers, cargo vans, and sedans and performing basic maintenance and cleaning of equipment. Responsibilities involve following oral or written instructions, correcting own mistakes and requesting supplies or work materials as needed. Work contributes to the reliability and acceptability of maintenance services provided by the department and insures a safe, clean, and maintained environment for the public. Applies knowledge of work procedures, steps, standard tasks and techniques to perform routine general maintenance and labor, groundskeeping and turf maintenance including pesticide and fertilizer applications; custodial work including cleaning agent applications and procedures; landscaping and tree maintenance, trails maintenance, building maintenance and basic repair; and basic automotive and power equipment operation and maintenance. 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. Incumbents use initiative in carrying out recurring assignments without detailed instructions but refer 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.

Job Summary

Performs the full range of general and some skilled park and maintenance work in maintaining buildings, sites, trails and parks. Requires operating light automotive and motorized power equipment; using or operating a range of hand tools (e.g., hand saws, hammers, screwdrivers, clippers), power tools (e.g., drills, circular saws, power sanders), motorized or power equipment (e.g., riding mower or small tractor with attachments, power tiller) and occasionally larger power equipment for loading, unloading, and moving materials (e.g., small front-end loader or bobcat, small tree spade); operating light trucks with small trailers, cargo vans, and sedans and performing basic maintenance and cleaning of equipment.

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Examples of Important Duties:

1. Performs routine park, trails or general maintenance duties as described for an entry level maintenance worker, and in addition:
2. Performs routine maintenance and repairs to buildings and structures such as golf courses, recreation centers, facilities and office buildings (rough carpentry, painting), installing or constructing picnic tables, playground equipment, signs, fences or simple structures. Uses manual tools and power tools requiring adjustments for proper operation and skill and manual dexterity to perform repairs or installations. Performs routine maintenance and repair of equipment, vehicles and tools; and assists with inventory control of parts and equipment in the shop.
3. Operates light to medium trucks and automotive equipment (i.e., small stake body, small dump truck, pickup truck, cargo vans, small truck and trailer combinations) to transport office or building supplies and equipment, tools, plants, soil, gravel, sod, trash and other cargo. Operates various pieces of motorized power equipment (e.g., small bulldozers or bobcats, small tree spade, small trench diggers) to perform general maintenance, landscaping, trails and groundskeeping tasks such as digging, moving soil and moving heavy plants. Maintains and cleans vehicles and equipment.
4. Performs standard landscaping duties. Operates small 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. May mix and apply pesticides and fertilizers and completes all required records.
5. Installs amenities associated with athletic fields. Fills holes in fields. Reports unsafe and hazardous conditions of park facilities and amenities. Performs or assists in the performance of repairs to play equipment to ensure safety.
6. Performs tree maintenance duties. 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. Assists with stump grinding. Operates small tree spade for planting trees and shrubs.
7. May collect and enter data and complete work order forms. Assists with training staff.

Important Worker Characteristics:

- A. Knowledge of work procedures, steps and standard tasks and techniques for routine (1) grounds maintenance and trails maintenance; (2) landscaping; (3) basic building maintenance and custodial work processes; (4) safety procedures; (5) cleaning agents, procedures, and equipment; (6) pesticides and fertilizers and their applications; and (7) Commission organization, policies and procedures*.

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

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- B. Skill and ability to (1) operate hand and power tools, chainsaws, and power saws, woodchippers, push and riding mowers, small tractors with attachments, small trucks or vans with small trailers; (2) operate various computerized software programs; (3) provide courteous service; and (4) 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 understanding labels; and reading and writing routine reports and correspondence.
- 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. 18 years of age.
- 3. Two (2) years of experience in groundskeeping, building maintenance or park maintenance, semi-skilled trade work (HVACR, plumbing, painting, masonry, electrical, carpentry).
- 4. An equivalent combination of education and experience may be substituted, which together total two (2) years.
- 5. 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.

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.