

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE:                               PARKS MAINTENANCE SPECIALIST**

**DEPARTMENT:                       PUBLIC WORKS**

**BASIC FUNCTION:**

Under general supervision, to perform a variety of the most skilled tasks involved in the maintenance and repair of park facilities and park related equipment, including electrical, mechanical, and plumbing systems and general carpentry and masonry construction; and to perform related work as required.

**DISTINGUISHING CHARACTERISTICS:**

This single position classification performs semi-skilled to skilled tasks related to the maintenance and repair of the electrical, mechanical, and plumbing systems and general masonry and carpentry construction related to parks facilities and equipment. Incumbents are expected to perform a broad range of maintenance functions independently and may direct the work of others on a project.

**KEY RESPONSIBILITIES:**

Assist and perform a variety of skilled and semi-skilled carpentry, masonry, and plumbing work in city parks and park facilities.

Prepare surfaces for painting, paint walls, doors, ceilings, trim, and other interior and exterior surfaces of park outbuildings.

Install, repair, and service playground equipment including backstops and obstacle equipment.

Install fences and conduct maintenance and repair of existing fences in city parks.

Assist in installation and repair plumbing systems and fixtures including sinks, toilets, and drinking systems that are located in city parks and park outbuildings.

Assist in removing, installing, and repair of doors, door jams, locks, and light fixtures in park outbuildings.

Perform maintenance and repair of damaged concrete and perform concrete foundation work.

Assist in the installation and repair of roofing, and routine alterations of park outbuildings.

Perform maintenance and conduct repairs of park facilities including playground equipment, courts, playing fields, and park outbuildings.

Maintain records of supplies, materials, equipment, and time spent on repairs.

According to established procedures, purchase materials, equipment, and supplies necessary to complete a maintenance or repair task.

Respond to emergency maintenance or repair calls.

Perform other related duties as assigned.

**QUALIFICATIONS:**

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

**Knowledge of:**

- Use and care of standard hand and power tools and equipment used in park playground equipment and park facilities.
- Materials, tools, and methods used in park maintenance.
- Hazards and safety precautions.

**Ability to:**

- Learn to perform playground equipment and park facility maintenance tasks.
- Work effectively and safely, independently or with others.
- Maintain routine records
- Understand and follow verbal and written directions.
- Assist and perform plumbing, masonry, and facility repair work.

**EXPERIENCE AND EDUCATION:**

Two years experience performing general facility, maintenance including semi-skilled or skilled tasks involving repair of park equipment and facilities.

**SPECIAL REQUIREMENTS:**

Possession of or ability to obtain an appropriate California Driver's License, and a satisfactory driving record.

May be required to work after hours and weekends and serve on an emergency call list.

**PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:**

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office or field equipment and tools; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret schematics, numerical information and documents; analyze and solve problems; use math and apply mathematical reasoning; observe and interpret people and situations; learn and apply new information or skills; perform detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff members and others encountered in the course of work.

Incumbents are required to bend, stoop, stand and maintain awkward positions for long periods to perform certain tasks; to lift and/or move equipment, building materials of up to 50 pounds; to climb ladders, work on roofs and other high elevations in order to perform certain tasks. Work is performed in dirty, dusty, wet and occasionally hazardous settings. May be exposed to toxic fumes, noxious odors. Employee is required to travel to city work sites or other sites to perform work at various facilities, pick up supplies, and attend meetings.

DATE APPROVED: May 7, 1991