



TAHOE CITY PUBLIC UTILITY DISTRICT Job Description

Job Title: Senior Parks Operations Specialist
Department: Parks and Recreation
Supervised By: Parks Superintendent
FLSA Status: Non-Exempt
Revised as of: January 2015

JOB SUMMARY

To coordinate, participate in and oversee the work of District field staff engaged in the operation, maintenance, repair and monitoring of parks and facilities operated and maintained by the District.

DISTINGUISHING CHARACTERISTICS

The Senior Parks Operations Specialist is the advanced journey classification in the Parks Operations Specialist series. Incumbents in this position routinely perform all activities of workers engaged in the maintenance, repair and operation of the District's parks and facilities, and must have demonstrated the ability to sustain positive participation as an active team leader, member, and effective District employee. The Senior Parks Operations Specialist position is distinguished from the Parks Operations Specialist Lead by a greater level of responsibility including providing technical and functional supervision over assigned staff.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Parks Superintendent.

Exercises technical and functional supervision over assigned maintenance staff.

ESSENTIAL FUNCTIONS

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Coordinate work activities, provide oversight, assist crews including work release program participants and perform functions related to the daily maintenance, construction, installation, repair and customer service activities of the District's parks and related facilities.
- Assist the Parks Superintendent in preparing work schedules and coordinate with and/or assign workers and equipment to various tasks.
- Recommend priority of some projects and, in conjunction with the Parks Superintendent, have responsibility for implementation of proper maintenance methods in the field.

- Operate with significant skill tools and equipment such as, but not limited to, power saws, drills, chain saws, power washers, augers, generators, paint sprayers, hand tools, lawn mowers, weed eaters, backpack blowers, small tractors, skid steer loaders, trucks and trucks with trailers.
- Perform routine and preventive maintenance on park and facility tools and equipment.
- Perform activities of field personnel as required.
- Maintain records and logs to meet District requirements.
- Oversee and supervise assigned work teams to ensure the completion of daily work orders.
- Monitor and inspect completed projects.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish and maintain effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Maintain, order and monitor supplies, materials, tool and equipment inventories.
- Perform all other duties as assigned.

EMPLOYMENT STANDARDS

1. Knowledge of:

- Park and building site management, maintenance, and operations including, but not limited to: athletic fields, beaches, campgrounds, boat launching facility, campgrounds, parklands, public buildings and maintenance operations building.
- Turf management, irrigation systems, landscaping, minor electrical troubleshooting and repair, heating and cooling systems, minor plumbing, small engine repair and minor carpentry.
- Paints, solvents, pesticides, fertilizers, janitorial supplies, cleaning agents and chemicals used in maintenance.
- District operations, policies and procedures as they relate to assigned duties; standard and accepted operations and maintenance practices of the District's parks and related facilities.
- Standard and accepted safety procedures applicable to a variety of maintenance and repair practices.
- Basic principles and practices of lead supervision, work oversight and skills training.
- Modern office practices, methods and computer equipment.
- Safe work practices.
- Principles and practices of customer service.

2. Ability to:

- Oversee the work of subordinates and contractors, and handle public contacts and other situations with tact and judgment.
- On a continuous basis, know and understand maintenance activities and observe safety rules. Intermittently, analyze problem equipment; identify safety hazards; locate equipment; interpret work orders; remember how to operate equipment; and explain jobs to other employees.
- Intermittently, sit while driving a piece of equipment; stand and walk while performing maintenance activities; bend and twist to adjust equipment; kneel and squat to review work; climb ladders to 15 feet or climb up onto heavy equipment to begin operations; perform simple

and power grasping, pushing, pulling and fine manipulations; and lift or carry weight of 100 pounds or less.

- Understand, interpret and carry out a variety of oral and written instructions in a positive, independent and successful manner.
- Operate a variety of hand-powered maintenance equipment in a safe and effective manner.
- Establish and maintain routine records and logs and prepare a variety of administrative documentation, forms and reports.
- Arrange for tools, equipment, and materials to perform work, and produce and keep accurate work and equipment records.
- Solve problems, resolve conflicts and perform successfully in a changing work environment.
- Perform assigned duties to include heavy and continuous physical labor in a safe and effective manner for self and others.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Understand both oral and written instructions and carry out in a positive manner.
- Operate and use modern office equipment including computers and applicable software.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.

EDUCATION AND TRAINING REQUIREMENTS

1. Education and Experience Requirements:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade.

Experience: Five (5) years of progressively responsible experience performing journey level park and facility maintenance duties comparable to that of Parks Operations Specialist Lead with the District.

2. Certification & Licensing Requirements:

- Possession of valid Class A Commercial Driver's License and a driving record that complies with District policy.
- Possession of a valid Certified Pesticide Applicator's license or certificate.

WORKING CONDITIONS

Work is primarily performed in an outdoor field environment, with exposure to hot and cold temperatures, inclement weather, solvents, pesticides and chemicals, and excessive noise. (See detailed Job Analysis for a more complete list of physical and mental requirements.)

Reviewed by: 

Date: 01/15/2105

Classified by: 

Date: 01/15/2015

Approved by: 

Date: 01/15/2015