

HANCOCK PARK DISTRICT JOB DESCRIPTION

POSITION TITLE: Park Maintenance Technician
CLASSIFICATION: Grade 6 – Permanent/Part-time (weekdays)
SUPERVISOR: Park Operations Manager
LOCATION: Riverbend Maintenance Facility

RESPONSIBILITIES

The park maintenance technician is responsible for handling special projects and repairs; maintaining parks, trails, facilities, buildings, vehicles, and equipment; supporting programs, special events, and services; and implementing the overarching park maintenance standards (safety, cleanliness, function, aesthetics, and customer service).

ESSENTIAL DUTIES

1. Handle park improvement projects (i.e., special projects) upon request and as directed. Work might require designing, making a materials list, estimating cost, coordinating details, and completing the project alone or as part of a team.
2. Assist park managers with various park management responsibilities, duties, and tasks in coordination with the park operations manager, such as:

- A. Mowing, trimming, and pruning. The intent is to mow and trim grass on the same day and during the same visit, trim grass around and under all objects and along all edges as needed, and remove grass clippings from hard surfaces, site amenities, signs, etc.

The intent is to prune trees as needed for tree health and aesthetics, and when branches encroach upon buildings, facilities, playgrounds, parking lots, equipment, trails, walkways, designated viewing areas, site amenities, signs, exhibits, lights, etc.

The intent is to manage vegetation so that it does not hinder the view from seating areas and encroach upon trails and walkways from above and along the sides, and to remove vegetation from places where it does not belong, such as hard surfaces (e.g., trails, walkways, and parking lots).

- B. Removing trash and recyclable material. The intent is to check trash receptacles and recycling bins daily, remove trash and recyclable material to prevent trash receptacles and recycling bins from overflowing, and ensure that receptacles and bins are not so full that customers cannot use them. The intent is to sort recyclable material and transport material to a local recycling center and remove trash when seen on top of receptacles, on the ground, in trees, on trails, and along tree lines. Litter pickup is constant and expected at all parks and along trails.

- C. Ensuring rental facility readiness and the readiness of parks and facilities in preparation for park visitation in general. The intent is to read the daily Facility Reservation Report to see when facilities are rented, inspect and maintain rental facilities daily to ensure readiness for park visitors and prior to and following each rental, program, and special event to ensure quality customer service, and to focus on the cleanup of rental facilities after they have been used (e.g., on Mondays following weekend use).
 - D. Inspecting parks, trails, and facilities and handling maintenance issues that arise during those inspections (e.g., vegetation management, building repairs, and safety issues). The intent is to conduct primary inspections on foot, and then supplement those inspections when driving by, driving through, and visiting parks for any reason (be observant, detail oriented, and aware).
 - E. Removing snow and ice so that parks and trails can remain functional in winter. The intent is to remove snow from parking lots, asphalt trails, concrete walkways and pads, shelters and pavilions, and patios; remove snow from signs and site amenities; and remove ice from parking lots, walkways, and ramps as needed when rentals, programs, meetings, and other uses are scheduled.
 - F. Planning and conducting maintenance activities in support of and in coordination with the Program Department.
 - G. Maintaining vehicles and equipment.
- 3. Perform tasks related to landscaping and horticulture as directed.
 - 4. Work with event organizers (inside and outside of the Hancock Park District) as directed to help with logistics and the overall use of parks for special events. Provide support as needed.
 - 5. Enforce land and water use regulations on a situational basis by being aware of what is happening in the parks and on the trails, informing, educating, and encouraging voluntary compliance with park regulations, and seeking assistance from sworn law enforcement officers when public safety is in question and when certain laws are being broken.
 - 6. Participate in routine staff meetings, identify the need for training and continuing education (pursue relevant training opportunities), and prepare and present information for the annual budget development process.
 - 7. Participate in the interviewing, hiring, training, supervising, and evaluating of seasonal staff as directed.

Essential duties are not to be construed as all-inclusive.

Other duties may be required and assigned.

QUALIFICATIONS

The Hancock Park District Park Maintenance Technician should have a Bachelor of Science degree in Park Management, Natural Resources, Environmental Science, or a closely related field plus at least two years of relevant experience with park management and hands-on maintenance of parks, trails, facilities, buildings, vehicles, and equipment, and have basic construction and electrical knowledge or have any combination of education and experience that demonstrates the ability to handle the responsibilities and essential duties of the position. The park maintenance technician should communicate in a clear and professional manner both orally and in writing, demonstrate high professional standards and a progressive park management mindset, and be willing to accept new challenges, technologies, and opportunities.

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS

Work regularly occurs in the field where the noise level is moderate, weather conditions vary from normal to extreme, and environmental conditions vary from developed to primitive. Work requires the ability to exert moderate but not constant physical effort involving some combination of climbing, balancing, stooping, kneeling, crouching, and crawling; lift, carry, push, and pull objects and materials; operate a variety of equipment, machinery, and tools; coordinate eyes, hands, feet, and limbs in performing skilled movements such as operating vehicles; and recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, and textures associated with job related objects, materials, and tasks.

EMPLOYEE ACKNOWLEDGEMENT

I have read the Hancock Park District Park Maintenance Technician Job Description. I am aware of the expectations. I understand the responsibilities and essential duties of my position.

Name (please print)

Signature

Date