

**CITY OF ANACORTES
JOB DESCRIPTION**

JOB TITLE: Parks Maintenance Worker, Anacortes Community Forest Lands

DEPARTMENT: Parks and Recreation

REPORTS TO: Parks Crew Foreman

PRINCIPAL PURPOSE OF JOB: Applies knowledge and skills to perform the regular and recurring maintenance, installation, and repair work of the department, using any of the authorized and available equipment. This position's focus area of work is the Anacortes Community Forest Lands (ACFL).

LEVEL OF AUTHORITY: Receive close to moderate supervision, depending on individual's experience and task complexity . Expected to perform routine assignments independently following standard practice and the ACFL Management Plan.

WORK ENVIRONMENT: Work is primarily performed outdoors in all weather conditions. The majority of the work will be performed on the ACFL's 2200 acres, which includes woodlands, wetlands, lakes, and mountains. Work may involve potential exposure to hazards such as chemicals. Work performed in this job may place the employee at risk of occupational exposure to bloodborne pathogens.

ESSENTIAL JOB FUNCTIONS

1. Perform and assist in all activities necessary to the maintenance of the forest roads and trails, ensuring the trails are kept open and safe to use, litter is picked up, and fires are put out.
2. Assist in managing the forest lands to ensure proper use to preserve and protect the lands and associated plant and animal communities from damage.
3. Support the activities of volunteers and interested citizens in education, recreation, maintenance, and conservation programs.
4. Patrol the forest lands regularly and coordinate with the Anacortes Police Department in enforcement of applicable regulations and laws. Assist Police and Fire Departments with search and rescues.
5. Maintain a log of daily activities.
6. Work in accordance with safety practices and procedures.

7. Use appropriate materials and equipment to complete assigned work according to specifications, verbal instructions, and established procedures. As directed, adapt equipment and materials to meet specific requirements.
8. Occasionally perform Cemetery maintenance and service-related activities, including marking, basing, opening and closing graves; locating graves; and assisting the public.
9. Proficiently operate all assigned equipment and vehicles to perform operations within the capacity of the machine to accomplish required work.
10. As directed, perform excavation, lay and align pipe, accomplish hookups, and test installation to install irrigation systems.
11. Mow, trim, and edge lawns in parks, sidewalks, cemetery, islands, and median strips using appropriate equipment.
12. Plant and maintain turf areas, trees, and shrubs.
13. Pull weeds, prune shrubs, and perform other related duties.
14. As directed, apply fertilizers, insecticides, and other chemicals to turf areas, trees, and shrubs.
15. Operate light-duty trucks in picking up and delivering materials or supplies, and collecting and removing debris as assigned.
16. Assist in the preparation, construction, and maintenance of new City facilities, such as park areas, gravesites, and ballfields and in the installation of sprinkler systems, fountains, and sidewalks.
17. As directed, perform painting, basic carpentry, electrical, plumbing, and cement work.
18. Respond to public inquiries in a courteous manner within scope of knowledge and authority; refer to the Park Maintenance Foreman, Lead Worker, Operations / Forestlands Manager or Parks Director as appropriate.
19. As required, coordinate work activities with other departments to share information and equipment.
20. As directed, may supervise part-time or seasonal workers.
21. Participate in Exposure Control Plan of the City of Anacortes in accordance with WAC 296-62-08001.

ADDITIONAL JOB FUNCTIONS

1. May perform portions of the work of higher classified positions occasionally, as assigned.
2. May perform duties of similar complexity in any City department as required or assigned.

QUALIFICATIONS

Technical

1. Must be able to demonstrate moderate knowledge of forestry, botany, wildlife biology, and ecology.
2. Must be able to work with a variety of people in many situations including enforcement of policy while using effective communications skills and tactfulness.
3. Must acquire a thorough understanding of the ACFL Management Plan to interpret and apply the guidelines in maintenance and enforcement activities.
4. Must have, or quickly acquire, a comprehensive knowledge of the forest lands, including trails, boundaries, and party locations.
5. Must be able to read and interpret maps.
6. Must have working familiarity with assigned maintenance equipment, construction and repair methods, materials, tools, and procedures, including a general knowledge of electricity, plumbing, carpentry, and cement work.
7. Prefer previous experience in a similar position
8. Must possess a valid Washington State driver's license and obtain a commercial driver's license (CDL) within the introductory and training period.
9. Must be able to obtain a pesticide and herbicide license.
10. Must be able to obtain a first-aid/CPR card.
11. Must have ability to plan, schedule, and review the work and performance of others in a manner conducive to high performance and high morale.

Physical Capabilities

1. Physical strength sufficient to lift up to 25 pounds; to push a wheelbarrow containing up to 50 pounds over uneven terrain; and to operate a chainsaw for sustained periods up to a full day.
2. Physical stamina to sustain heavy physical labor for the entire shift on a regular basis.
3. Agility and balance as necessary to maneuver around narrow trails.
4. Ability to use all senses to assess a situation for potential dangers, for example, to communicate by radio or cellular phone, to detect fire, or to detect misuse of the lands.
5. Ability to monitor radio messages and cellular telephone while doing other work throughout the day.

Other Capabilities

1. Ability to perform enforcement duties firmly, courteously, tactfully, and with respect for all the rights of citizens.
2. Be motivated and able to work independently. Be able to stay focused on accomplishing tasks to achieve lands management objectives.
3. Communications skills to work effectively as a team member and answer public inquiries.
4. Ability to understand and follow oral and written instructions.
5. Flexibility to be available for emergency call-outs during off time.
6. As necessary use sound judgment to independently solve problems and make decisions.
7. Applicants must be able to work variable shifts, including weekdays and weekends.

Use of Tools and Equipment

Must use a variety of hand and power-operated tools and equipment, such as shovels, picks, hand and riding mowers, tapping machine, power hacksaw, chainsaw, pipe threading machine, drills, jackhammer, gas-powered leaf sweeper, weed eater, compressor, portable concrete saw, spraying equipment, backhoe, front-end loader, light trucks (including 4-wheel drive), dump trucks and mountain bike.

OTHER

1. As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products, in any form, on the job.

2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods, or otherwise to balance the workload.

3. Following an offer of employment, and prior to starting work, individuals must have a pre-employment physical examination by a physician designated by the City of Anacortes. The City will pay for the examination. Satisfactory clearance to perform essential job functions will be required for employment.

Are you able to perform the essential functions of this job without accommodation?

Yes _____ No _____

If testing is required, will accommodation be necessary?

Yes _____ No _____

Signature: _____