

## City of Bellingham

### Classification Specification - Civil Service or AFSCME

CLASS TITLE	Park Specialist – Water Systems
DEPARTMENT	Parks And Recreation
UNION:	114
SG:	12
CS:	Entry/Promotional
FLSA:	Y
EE04CODE:	SC

#### **NATURE OF WORK:**

Performs duties associated with maintenance and operation of various Parks water systems. Plans and schedules maintenance; performs complex technical work; maintains inventory of maintenance needs; provides technical direction and training to staff; determines required equipment, materials and supplies; and operates equipment as necessary to perform maintenance activities. Oversees all staff assigned to the program area and provides input on performance evaluations. Tracks and orders materials, equipment and supplies for program area, including price and product evaluation as well as bid packet creation and evaluation.

#### **DISTINGUISHING CHARACTERISTICS:**

This position plans, schedules, directs and oversees all work activities within the Water Systems program area. Utilizes journey-level trade skills to perform complex technical work requiring specialized training in the maintenance of various mechanical systems including plumbing, irrigation, drainage and sewage. Position also tracks and orders materials, equipment and supplies for program area.

#### **SUPERVISORY RELATIONSHIPS:**

Reports to Park Supervisor - Buildings. Normally performs duties independently and is responsible for work sequence within approved program. Work reviewed in progress and upon completion of assignments. Oversees day-to-day work of Park Technicians, Park Workers, seasonal and federally-funded personnel as assigned.

#### **ESSENTIAL FUNCTIONS:**

1. Works with supervisor to develop work programs and schedules for water systems maintenance including plumbing, irrigation, drainage and sewage systems. Works with Supervisor to establish performance standards for work activities.
2. Oversees day-to-day work of all staff in the Water Systems program. Participates in the hiring process for all seasonal staff. Makes recommendations regarding hiring of permanent staff in program area. Provides training to assigned staff. Provides information regarding employee performance to supervisor.
3. Maintains inventory of water systems assets and maintenance requirements.

4. Installs and maintains plumbing, irrigation, drainage and sewage systems.
5. Determines appropriate equipment and materials to complete work according to specifications, verbal instruction, and/or established procedures. As necessary, adapts equipment and materials to meet specific requirements of the job.
6. Interprets and uses engineering drawings and other applicable specifications in the installation and maintenance of plumbing, irrigation, drainage and sewage systems.
7. Determines supplies and materials necessary for repair stock and to complete specific repair and installation projects.
8. Assists in the development of program area budget including maintenance and project costing and tracking, costing and purchasing of equipment; and materials and supplies including bid package formation, submittal and review.
9. Operates tractor equipment as necessary including backhoes, front-end loader, auger and trencher.

**ADDITIONAL WORK PERFORMED:**

1. Performs other duties within the scope of the classification.

**KNOWLEDGE AND SKILLS:**

- A working knowledge of proper codes, procedures and regulations for various water systems including plumbing, irrigation, drainage and sewage.
- A working knowledge of Uniform Plumbing Code.
- A working knowledge of cross connection for backflow prevention.
- Skills in planning, assigning and scheduling the work of personnel involved in water systems maintenance work activities.
- Ability to read and interpret blueprints.
- Ability to perform assigned work independently with minimal supervision.
- Ability and willingness to follow oral and written instructions.
- Supervisory skills including leadership, problem solving, interpersonal sensitivity, adaptability/flexibility and time management.
- Willingness to pursue ongoing training to improve knowledge and skills in water systems.
- Willingness to adhere to provisions of the team agreements for the Operations Division.
- Willingness to work outdoors in all types of weather conditions.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical abilities to perform assigned work:
  - Adequate hearing, correctable vision, manual dexterity to operate power equipment safely in a noisy work environment.
  - Ability to perform physical labor including operating heavy equipment, climbing, bending and working from ladders.
  - Ability to work from heights of up to 40 feet.

- Ability to perform heavy physical labor and frequently lift and carry equipment and materials of up to approximately 50 lbs., heavier items of approximately 50-75 lbs. are lifted on an infrequent basis utilizing proper body mechanics, assistance and mechanized equipment. Heavier lifting of approximately 75-100 lbs. required frequently for extended periods of time during peak construction periods intermittently throughout the year.

### **WORKING ENVIRONMENT:**

Most work is performed out-of-doors in all weather conditions. Moderate risk is involved while working with mechanical tools and equipment and site conditions (underground plumbing, sewage, etc.).

### **EXPERIENCE AND TRAINING REQUIREMENTS:**

- Valid journeyman plumbing certification by time of hire and throughout employment.

#### **If promotional from within the Parks Department:**

- Must have at least three years of work experience in maintenance of plumbing, irrigation and drainage systems. At least one year of experience must have been for the Bellingham Department of Parks and Recreation.

#### **If applicant is from outside the Parks Department:**

- Must have three years of recent of work experience in building trade areas of plumbing, irrigation and drainage maintenance.
- Experience with equipment such as auger, trencher and front-end loader and backhoe preferred.
- One year of lead/supervisory experience preferred.

#### **Allowable substitutions:**

- Successful completion of vocational school or other coursework in building trade areas of plumbing, irrigation and drainage may be substituted for one year of required experience.

### **NECESSARY SPECIAL REQUIREMENTS:**

- Must complete Washington State Department of Social and Health Services Backflow Assembly Test Certification.
- Valid Washington State driver's license by the time of hire and good driving record. Must submit a three-year driving abstract prior to hire.
- Ability to secure and maintain a valid First Aid and CPR certification within six months of hire.
- Ability to secure a flagging and traffic control card.

**PREPARED BY:** J. Ivary  
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Parks and Recreation Director

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**COMMISSION ADOPTION:** November 14, 2007