

## CITY OF BELLINGHAM

### JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Park Specialist – Urban Parks</b>	<b>UNION: 114</b>
<b>CLASS TITLE:</b>	<b>Park Specialist – Grounds</b>	<b>SG:12</b>
<b>DEPARTMENT:</b>	<b>Parks and Recreation</b>	<b>CS:E/P</b>
	<b>Operations Division</b>	<b>FLSA:Y</b>
		<b>EEO4CODE:SC</b>

#### **JOB SUMMARY:**

Plans, schedules, establishes performance standards and implements all work activities in the Urban Parks program. This includes maintaining inventories in developed parks of all ornamental horticulture including turf/irrigation, shrubs, trees, ground covers, annuals and perennials and their needs. Provides technical direction and training to staff, provides input on budgetary requirements, recommends new construction and renovation, and develops and implements an integrated pest management program for area of responsibility. Also responsible for the selection, care, operation and replacement of all equipment for the program area. Oversees all staff assigned to program area and provides input on performance evaluations. Hires seasonal employees, subject to supervisor approval. Tracks and orders materials, equipment and supplies for program area, including price and product evaluation as well as bid packet creation and evaluation.

#### **SUPERVISORY RELATIONSHIP:**

Reports to Park Supervisor-Grounds. Oversees day-to-day work of Park Technicians, Park Workers, and seasonal employees as well as volunteers and any other available resources.

#### **ESSENTIAL FUNCTIONS OF THE JOB:**

1. Develops and implements work programs, and schedules for all aspects of Urban Parks program.
2. Oversees day-to-day work of all staff in the Urban Parks program. Hires all seasonal staff, subject to supervisor approval. Makes recommendations regarding hiring of permanent staff and disciplinary action of all employees in program area. Provides training to assigned staff. Provides information regarding employee performance to supervisor.
3. Inspects, documents, and updates all horticulture and irrigation inventories and maintenance requirements.
4. Oversees all equipment within the program area including maintenance coordination, inventory and repair history, and replacement.
5. Designs, plans, and develops scope of work, materials, time and cost projections and implements renovation and construction projects for the Urban Parks program.
6. Acts as technical resource for expertise in the Urban Parks program. Provides technical information to assist Parks Department, other agencies and community interests to aid in decision about best management practices and specification for work within the horticulture and irrigation areas.

7. Assists in the development of Urban Parks program area budget including maintenance and project costing and tracking; costing and purchase of equipment, and materials and supplies including bid package formation, submittal and review.
8. Oversees all irrigation controllers including the operation of a computerized central irrigation control system.
9. Responds to citizen concerns. Investigates Urban Parks program area complaints and concerns.
10. Plans and implements an integrated pest management program using a system of guidelines for best management practices.
11. Reviews Street Tree Permit applications for final approval.
12. Performs the work of the class below as workloads and need for expertise may dictate.

**ADDITIONAL WORK PERFORMED:**

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

**PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):**

- A working knowledge of turf science including grasses and soils including characteristics, and maintenance requirements.
- A working knowledge of integrated pest management concepts and strategies for best management practices.
- A working knowledge of horticultural science, including tree/shrub, ornamentals, annuals, perennials, and maintenance requirements.
- A working knowledge of arboriculture and urban tree issues.
- A working knowledge of managed and natural ecosystems.
- A working knowledge of irrigation and drainage systems: repair, design, installation and operation.
- Ability to read, understand and work from plans and drawings.
- Knowledge and skill in the operation of a wide range of tractors and other specialized equipment used in this type of work.
- Skill in planning and assigning the work activity of assigned crews involved in Urban Parks program activities.
- Willingness to pursue ongoing training to improve knowledge and skills and keep current within the field.
- Knowledge of resource management systems.
- Knowledge of computer operation including word processing, and data handling programs.
- Supervisory skills including leadership, problem solving, strong interpersonal skills, organizational skills, adaptability/flexibility and time management.
- Excellent oral and written communications skills, good judgement, assertiveness, courtesy and tact necessary to work effectively with diverse groups of people including the general public, other City employees and personnel from local agencies.
- Ability to approach, diffuse and resolve confrontational situations.
- Ability and willingness to follow directions and to perform assigned work independently with minimal supervision.

- Willingness to adhere to provisions of the team agreements for the Parks Operations Division.
- Physical abilities to perform assigned work:
  - Adequate hearing, correctable vision, physical strength and agility to operate power equipment safely in a noisy work environment.
  - Ability to lift moderately heavy objects up to 50 lbs., including fertilizer, implements and specialized equipment. Equipment and materials in excess of this weight are lifted with assistance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.

**WORKING ENVIRONMENT:**

Most work is performed both indoors and outdoors in all weather conditions. Some hazardous conditions exist when handling and applying pesticides. Moderate risk is involved while working with mechanical tools and equipment, and site conditions (uneven ground, hills, and hazardous trees).

**EXPERIENCE AND TRAINING REQUIREMENTS:**

If promotional from within Parks Department:

- Must have at least three years work experience in turf, irrigation, and horticultural maintenance of a large facility. At least one year of experience must have been in the Grounds section for the Bellingham Department of Parks and Recreation.

If applicant from outside the Parks Department:

- At least three years recent work experience in turf, irrigation, and horticultural maintenance of a large facility required.
- Minimum of one year supervisory experience.
- Knowledge of all facets of horticultural management.
- Successful completion of course work relative to horticulture/turf/grounds care may substitute for one year of required experience.

**NECESSARY SPECIAL REQUIREMENTS:**

- Valid Washington State driver's license and good driving record. A three-year driving abstract must be submitted prior to hire.
- Ability to secure a Commercial Driver's License within six months of hire and to maintain a valid CDL during length of employment.
- Ability to secure and maintain a Washington State Pesticide License within 12 months of hire.
- Ability to secure and maintain a valid First Aid and CPR certification within six months of hire.
- Ability to secure and maintain an International Society of Arboriculture certification within 12 months of hire.
- Ability to secure and maintain Irrigation Association Auditors Certification within 12 months of hire.
- Must pass a pre-employment drug screen prior to hire.

**PREPARED BY:** John Ivary  
11/84

**REVIEWED BY:** \_\_\_\_\_  
Paul Leuthold, Director  
Parks and Recreation

**REVISED BY:** John Ivary  
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Marvin Harris  
Park Operations Manager

**COMMISSION ALLOCATION:** \_\_\_\_\_